

**GRAYS HARBOR COLLEGE**  
**Operational Policy**

**Subject: TRANSFER RIGHTS AND RESPONSIBILITIES**

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**Operational Policy Number: 317**

**Date adopted: 3/15/11; Revised 11/19/13 Reviewed 11/20/18**

Grays Harbor College upholds transfer rights and responsibilities as defined by the Washington Student Achievement Council:

**Transfer Rights and Responsibilities**

**Student Rights and Responsibilities**

1. Students have the right to clear, accurate policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
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