Systemwide Reverse Transfer Procedures

4/19/18

This document describes the procedures for systemwide reverse transfer between Kansas Regents Universities and Kansas two-year institutions including community colleges and technical colleges. For the purposes of this procedure, Washburn is both a university and a college.

The systemwide reverse transfer agreement was signed by all community college, technical college, and university presidents May 2014 to be effective Fall 2014. Institutions are required to follow the basic procedures outlined in this document in support of the goal to increase the number of credential holders in Kansas as part of the Board's strategic plan.

ALL INSTITUTIONS:
All institutions will post on their websites information about Reverse Transfer, incorporate the "Reverse Transfer" graphic file provided by the Kansas Board of Regents, and link to the Kansas Board of Regents Reverse Transfer website: https://www.kansasregents.org/academic_affairs/reverse-transfer .

Reverse Transfer transcripts and posting degrees will be at no cost to the student. Individual institutions may choose to charge for mailed diplomas.

Each institution will submit contact information for a Systemwide Reverse Transfer contact list. This list will be posted to the KBOR Reverse Transfer website. It is the responsibility of each institution to maintain current contact information.

INITIAL PROCESS FOR UNIVERSITIES:

1. Inform eligible students about reverse transfer during their first year, with a statement about FERPA rights, with the choice to opt in.
2. Identify transfer students with 45 credit hours completed at one or more colleges. Identify the college transcript with the most hours with a minimum of 15 credit hours.
   NOTE: Individual pairs of institutions may agree on different credit hour requirements in compliance with Higher Learning Commission requirements.
3. Assign students a reverse transfer group or attribute code in the student information system. The code will indicate the college from which the student has the most credits and will eventually graduate via reverse transfer process. In the case of equal numbers of credits from more than one college, the transcript will be sent to the most recent college attended, unless otherwise specified by the student.

4. After the completion of each fall and spring semester, the university will send transcripts or data file for those students meeting reverse transfer criteria. (Example: students transferring in the fall will not have a transcript to send until after the fall semester is completed; these students' transcripts should be sent early in the spring semester.) Transcripts/data will be sent to the college (including Washburn) along with a list of students' names, current mailing address, current email address, as well as date of birth and/or last four digits of each student's SSN, if available. Transcripts/data will be sent by universities by February 15 (or spring census day) for fall work, and by September 15 (or fall census day) for spring work. Universities will continue to send transcripts/data until a degree has been awarded, the student is no longer enrolled, or the student opts out. Transcripts should be in electronic form if at all possible. A data file could be sent using the Reverse Transfer service of the National Student Clearinghouse.
5. Notify the contact person at the college that the reverse transfer transcripts and student list have been delivered.

PROCESS FOR COMMUNITY AND TECHNICAL COLLEGES:

Community colleges should have reverse transfer transcripts evaluated, degrees awarded, and updated college transcripts sent to the universities as outlined below.

1. Print transcripts and student list. The student list is used to match students to the community or technical college student information system. Transcripts are logged as received and evaluated.
2. Enter transcript into student's academic record.
3. Perform final degree check.
4. Use coding to indicate eligible student is a reverse transfer student. Also indicate which university the student is currently attending.
5. Evaluate each audit for degree completion. Students not meeting requirements for the degree/major they had when they left should be evaluated for the Associate in Science-Liberal Arts, Associate in Arts-Liberal Arts, and/or Associate of General Studies degrees.
6. Post degrees for students meeting graduation requirements per college policies. Degrees are posted in the current semester (not back dated) to allow adequate time for Financial Aid reporting. Students not meeting requirements are given that notation in the degree record. *NOTE: Individual colleges determine under which catalog the student's transcript is evaluated, as well as the age of credits they will accept toward the degree.*
7. Key current addresses from student list into the student information system.
8. Send university contact person a list of those students who graduated along with official transcripts or data file showing the degree posted. Transcripts/data for fall students will be sent no later than July 1; transcripts/data for spring will be sent no later than January 15.
9. Once degrees are awarded, send students a letter letting them know that as part of the reverse transfer program, their degree has been posted and their transcript has been sent to the university. Colleges may choose to send the diploma along with the letter free of charge. Colleges that choose to charge for diplomas should explain process for obtaining the diploma including the fee amount in the notification letter.
10. Students with prior financial holds at the college are not mailed their diploma or provided their official transcript. Inform student about the hold in the letter.

11. Students not earning a degree are sent a different letter letting them know which degree requirements have not yet been met. They are also told to contact the community or technical college if they have questions or need to enroll.
    NOTE: This step is recommended to save confusion and possible phone calls and so students know they can still take hours at the college level if needed for an Associate degree.
12. If additional transcripts are needed from other institutions to complete the degree, it is the student's responsibility to request and pay to have those official transcripts sent.
13. File/scan degree checks and transcripts under individual student records.

<u>FOLLOW-UP PROCESS FOR UNIVERSITIES</u>:

1. Receive and print transcripts and student list from the colleges.
2. Review and log transcripts as received.
3. Add additional coursework taken to student academic record.
4. Post associate degree notation to student record. Update reverse transfer group or attribute code if necessary to ensure the university ceases sending reverse transfer transcripts for the graduated student.
5. File/scan transcripts under individual student records.