



## Systemwide Reverse Transfer Procedure

11/19/14

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 has been signed by all community college, technical college, and university presidents. Individual agreements between institutions are not needed. Institutions are required to follow the basic procedures outlined in this document. Individual procedures may vary among institutions to facilitate systemwide reverse transfer in support of the goal to increase the number of credential holders in Kansas as part of *Foresight 2020*.

Transfers from university to university or from college to college should continue under current practice and are not included in this reverse transfer procedure.

### ALL INSTITUTIONS:

All institutions will acknowledge and recognize the reverse transfer program on each institution's website and via other marketing and publicity methods. Kansas Board of Regents staff have developed a page all institutions can link to [http://www.kansasregents.org/transfer\\_articulation](http://www.kansasregents.org/transfer_articulation). This "Reverse Transfer" graphic file will be provided to institutions to be posted on their websites.

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. Information needed for this list is person in charge of Reverse Transfer program, email address, telephone number, and contact information for person sending/receiving transcripts. This list will be posted to the KBOR Articulation and Transfer website. It is the responsibility of each institution to maintain current contact information. Preferred systems for transcript transfers are also provided in this document.

Students should be informed about reverse transfer during their first year at the university or upon eligibility for reverse transfer. This notification must contain a FERPA statement.

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## UNIVERSITIES:

1. 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.*
2. 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.
3. After the completion of each Fall and Spring semester, the university will send transcripts 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 will be sent to the college (including Washburn) along with a list of students' names, current address information as well as date of birth and/or last four digits of each student's SSN, if available. Transcripts should be in electronic form if at all possible.
4. Notify the contact person at the college that the reverse transfer transcripts and student list have been delivered.

## COMMUNITY AND TECHNICAL COLLEGES:

Community colleges should have reverse transfer transcripts evaluated, degrees awarded, and updated college transcripts sent to the universities by the end of the term in which transcripts are received.

1. Print transcripts and student list. The student list is used to match students to the community 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 that have the degree posted.

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 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. File/scan degree checks and transcripts under individual student records.

UNIVERSITIES:

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.