



Systemwide Reverse Transfer Procedures

A guide for institutions to effectively implement reverse transfer between institutions.

Reverse Transfer is the process of retroactively granting associate degrees to students who have not completed the requirements of an associate degree before transferring from a Kansas community college or technical college to a Kansas public university.

September 2024

★ LEADING HIGHER EDUCATION ★

Reverse Transfer Working Group Representatives

University Representatives

ESU - Sheila Markowitz, Registrar

FHSU – Craig Karlin, Registrar

KSU – Carrie Fink, Associate Registrar

KU – Jeff Roberts, Assistant University Registrar

PSU – Mariah Laman, Transcript Analysis Specialist

WSU - Gina Crabtree, University Registrar & Director of Enrollment Services

Community & Technical College Representatives

Kansas Association of Community College – Heather Morgan, Executive Director

Hutchinson CC – Christina Long, Registrar

JCCC – Mickey McCloud, Provost

Garden City CC – Sydnee Claussen, Director of Advising

KBOR Staff

Academic Affairs: Mistie Knox, Karla Wiscombe

Workforce Development: April White, Charmine Chambers

TABLE OF CONTENTS

- I. Background on Reverse Transfer
- II. Reverse Transfer Procedures
- III. Board Policies on Reverse Transfer:
 - a. Appendix A: Reverse Transfer Agreements
 - b. Appendix B: New Academic Units and Academic Programs:

Reverse Transfer Background

All community college, technical college, and university presidents signed the systemwide reverse transfer agreement in May 2014, which became effective in Fall 2014. Institutions must follow the basic procedures outlined in this document to support the goal of increasing the number of credential holders in Kansas as part of the Board's strategic plan.

Reverse Transfer Procedures

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.

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

Sending Reverse Transfer transcripts and posting degrees will be free to the student. Individual institutions may choose to charge for mailed diplomas.

Each institution will provide a point of contact for Systemwide Reverse Transfer. Institutional contacts 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. Identify eligible students with a minimum of **15** credit hours from a single Kansas **community** or **technical** college after application to the university.
 - a. If the university awards an applicable associate degree, further evaluation of the student's transcripts may be necessary to determine which institution should award the associate degree.
 - i. If the student has fewer than 30 hours from a single community college, the university may award the appropriate associate degree upon the student's completion of requirements, as outlined in Board policy (Ch. II.A7.i., see Appendix B).
 - ii. If the student has at least 30 hours from a single community college, the University must use the following procedures for Reverse Transfer.
2. Inform eligible students about reverse transfer during application or their first semester at the university, with a statement about FERPA rights and the choice to opt in.
3. Implement email campaigns, pop-up menus in student information systems, or other effective means of obtaining student opt-ins.
4. Monitor students who have opted in to reverse transfer, and upon completing 60 credit hours, begin the referral process of sending transcripts to the appropriate community or technical college.
5. During this process, institutions assign students to a reverse transfer group or attribute code in the student information system. The code indicates the college from which the student has the most credits. 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.
6. After the student has completed 60 credit hours and opted in to reverse transfer, transcripts will be sent to the designated college each fall and spring semester. (This is when data is tracked as a **referral** for KBOR data collection)
7. The university will send transcripts or data files for students meeting reverse transfer criteria after each semester is completed. Universities will send transcripts/data for fall coursework by February 15, and for spring coursework by September 15.
8. Universities will continue sending transcripts/data until an associate degree has been awarded, the student is no longer enrolled, opts out, or graduates from the university.
9. Transcripts/data will be sent to the college (including Washburn) along with a list of students' names, mailing addresses, email addresses, and date of birth and/or last four digits of each student's SSN if available. Transcripts should be in electronic form. A data file should be sent using the Reverse Transfer service of the National Student Clearinghouse.
10. Notify the contact person at the college that the reverse transfer transcripts and student list have been delivered. The Systemwide Reverse Transfer institutional contacts list is located on the KBOR website: <https://www.kansasregents.org/students/reverse-transfer-2>

PROCESS FOR COMMUNITY AND TECHNICAL COLLEGES:

1. Evaluate transcripts and student lists upon receipt from university.
2. Enter transcript into student's academic record.
3. Perform final degree audit and award appropriate associate degree if applicable.
4. Students who do not meet the requirements for the degree/major they had when they left should be evaluated for an alternative associate degree.
5. Use coding to indicate that the eligible student is a reverse transfer student. Also, indicate which university the student is currently attending.
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.
7. Key current addresses into the student information system.
8. Send the university contact person a list of those graduates along with official transcripts or data files 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 informing them that their degree has been posted and their transcript has been sent to the university as part of the reverse transfer process. 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. Colleges will determine if students with prior financial holds will receive their diploma.
11. Students who do not earn a degree are sent a letter informing them of the specific degree requirements they have not met. They are encouraged to contact the community or technical college with questions or enrollment needs.
12. If additional transcripts from other institutions are needed to complete the degree, the student must request and pay to have those official transcripts sent.
13. File/scan degree audits and transcripts under individual student records.

FOLLOW-UP PROCESS FOR 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 the student's academic record.
4. Post an associate degree notation to the 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.

Appendix A

(Board Policy Manual, Chapter III, Section A.3)

A. ACADEMIC AFFAIRS

3. REVERSE TRANSFER AGREEMENTS

Reverse transfer is an important element of a seamless educational system. The state universities, community colleges, technical colleges, Washburn University and Washburn Institute of Technology shall work together, through the System Council of Presidents and System Council of Chief Academic Officers, to develop a process to assist students to complete coursework for and attain all certificates and degrees for which they are eligible. The process and resulting agreements shall:

- a.** Be consistent with state and federal law, Board policies and applicable accreditation standards;
- b.** Provide a mechanism for each student who is transferring credits from a community college or technical college to a university to participate in the reverse transfer process; the established mechanism shall include an opportunity for each otherwise eligible student to opt-in to the process, thereby permitting sharing of that student's Family Educational Rights and Privacy Act protected information; and
- c.** Provide guidelines for determining which transferring institution will award the credential if the student has transfer credits from more than one institution.

Appendix B

(Board Policy Manual, Chapter II, Section A.7i)

i. Associate Degree Programs:

i. The roles of the state universities and the State's community colleges and technical colleges should be clearly differentiated. Therefore, with the exception of an associate degree as detailed in Chapter II.A.7.i.ii, the Board of Regents discourages the state universities from offering associate degrees in academic or technical programs where the baccalaureate is available; provided, however, that the Board acknowledges that student demand and community needs may engender requests for associate degree programs, particularly in areas of technology education. Requests by state universities for associate level programs, other than those specifically enumerated in subsection ii.(5) below, shall be considered through the new program approval process.

ii. State universities shall be permitted to offer an associate degree without obtaining the approval otherwise required by Chapter II.A.7.c in accordance with the following parameters:

(1) The degree shall be limited to students pursuing a baccalaureate degree;

(2) Students shall not have an option to select the degree as a stand-alone degree program;

(3) The degree shall have a negligible fiscal impact on the state university and no state university shall seek additional state funding to offer the degree;

(4) The degree is designed as a stackable credential that can be integrated into the student's chosen baccalaureate program;

(5) The degree shall be an associate in arts, associate in general studies, or associate in science, and it shall not extend beyond the general studies or liberal arts nomenclature to include nomenclature that would reflect a content-specific program offering (e.g., associate in arts in journalism);

(6) It is understood that the community college sector is the primary sector in Kansas for awarding associate degrees. As such, the degree authorized by this Chapter II.A.7.i.ii at any state university shall primarily be limited to a student who has not earned 30 or more hours of resident credit from at least one Kansas community college. When a student earned 30 or more hours of resident credit from a single Kansas community college, the state university shall work with the community college to support the student in completing the degree authorized by this Chapter II.A.7.i.ii (or another associate degree, if applicable) through reverse transfer. If a student completed 30 or more hours of resident credit at more than one Kansas

community college, the Kansas community college in which the student completed the most hours of resident credit shall be the designated community college for reverse transfer purposes unless the student expresses a desire to earn the associate degree from another Kansas community college from which they earned 30 or more hours of resident credit;

(7) If a student completed 30 or more hours of resident credit at a Kansas community college and it has been determined that the Kansas community college will require the student to complete more credit hours to complete the associate degree than the state university will require the student to complete to obtain the associate degree, the state university shall be eligible to award the associate degree authorized by this Chapter II.A.7.i.ii;

(8) The State University President shall notify the Board President and Chief Executive Officer in writing before offering the associate degree authorized by this Chapter II.A.7.i.ii; and

(9) The requirements in paragraphs (1-8) shall not apply to any approved associate in arts degree program offered by a state university before June 13, 2023.