



REVERSE TRANSFER

Model Policy

ExcelinEd Policy Toolkit - 2019

This document contains a model policy for reverse transfer. [Download this model policy as an editable Microsoft Word document.](#)

SUMMARY

The Reverse Transfer Act allows a community college to award a student an associate degree if the student has transferred to a 4-year postsecondary institution but did not complete a 4-year degree. To qualify, the student must have met the requirements for the associate degree through a combination of coursework from the 2-year and 4-year postsecondary institutions.

MODEL POLICY - REVERSE TRANSFER ACT

Be in enacted by the (State):

Section 1.

- (1) The Legislature finds that 65 percent of the projected jobs in the nation will require postsecondary education. *(Add state data here)*. Many students begin their postsecondary education in a community college and transfer to a state university before receiving an associate degree. Some students may earn sufficient credit hours for an associate degree but may leave the state university before earning a bachelor's degree. These students would benefit from an award of an associate degree.
- (2) As used in this section:
 - a. "Eligible student" means a student who:
 - i. Has completed at least 15 credit hours at a 2-year institution *(or residency equivalent)*;
 - ii. Has earned a minimum of 70 credit hours total between the 4-year institution and the 2-year institution;
 - iii. Had transferred to the 4-year institution the summer of *(insert year)* or after;
 - iv. Has not received an associate or baccalaureate degree;
 - v. Has completed all the requirements for an associate degree with courses from the 2-year institution and the 4-year institution;
 - vi. "4-year institution" means a state-supported institution of higher education that is authorized to grant baccalaureate degrees.
 - vii. "2-year institution" means a state-supported institution of higher education that is authorized to grant associate degrees.
- (3) The 4-year institution shall notify all eligible students who notify the 4-year institution that they intend to withdraw from the 4-year institution or who fail to register for courses for the succeeding semester or equivalent of the students' potential eligibility for the award of an associate degree under this section.
- (4) Unless the student has requested that their data be withheld at the 2-year institution or the 4-year institution, the 4-year institution shall submit the student's academic transcript to the 2-year institution in which the student was previously enrolled.
- (5) The 2-year institution shall review the student's records from the 2-year institution and the 4-year institution and determine if the student is eligible for the award of an associate degree. If eligible the 2-year institution shall



notify the student and award the associate degree. If the student is not eligible, the 2-year institution shall notify the student of the associate degree requirements that have not been met.

- (6) The 2-year institution shall annually report to the (*Governor, the President of the Senate, the Speaker of the House of Representatives, and the higher education coordinating board*) the following:
- a. The number of students referred to the 2-year institution by 4-year institutions for purposes of this section.
 - b. The number of students awarded an associate degree under this section.
 - c. The demographics of the students in aggregate referred and awarded an associate degree under this section.
 - d. The specific associate degrees awarded.

Section 2.

- (A) This act shall take effect upon becoming a law.