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.