

## **Academic Affairs Policy 2.24 Reverse Transfer**

### **1. Purpose**

Act 205 of the 2022 Louisiana Legislature Regular Session requires a statewide articulation agreement for the reverse articulation or reverse transfer of academic credits earned by a student while enrolled in a four-year postsecondary institution back to a community college for the purpose of enabling a student to complete the requirements for an associate degree from the community college. This policy, governed by the Board of Regents in collaboration with the Statewide Articulation and Transfer Council (SATC), establishes the guidelines and procedures for statewide reverse transfer and aims to facilitate reasonable flexibility to institutions in awarding degrees through reverse transfer.

### **2. Reverse Transfer Definition**

Reverse Transfer is the transfer of college credit from a bachelor's degree granting institution to an associate degree granting institution where the student was previously enrolled that results in an associate degree awarded by the appropriate associate degree granting institution as a result of college credits transferred from a public four-year institution that fulfill those degree requirements after the student has transferred to said university.

### **3. Reverse Transfer Degree Candidates**

Potential Reverse Transfer degree candidates are those students who meet all of the following criteria:

- a. Were previously enrolled as degree seeking students at a Louisiana community college or other Louisiana associate degree-granting institution.<sup>1</sup>
- b. Have earned a minimum of 15 college credits towards an associate degree at the associate degree-granting institution.
- c. Have earned a combined minimum of 60 total college-level credits.
- d. Have not previously earned a college degree.

The Board of Regents maintains the statewide repository of postsecondary student data and will conduct regular evaluations to identify potential reverse transfer candidates for all public postsecondary institutions in the state. Regents screening degree audit will be run to identify those students who are potential reverse transfer degree candidates based on the definition above. The list of potential candidates will be provided to institutions at least once per year.

### **4. Granting Degrees**

Institutions must evaluate the academic records of students identified by the Regents as potential Reverse Transfer candidates at least once per year, and must take action to offer and award the appropriate associate degree to those candidates who consent.

- a. Institutional "last hour" policies (policies that require a student be enrolled for the final hours completed toward the degree) should be waived for Reverse Transfer degree candidates.
- b. Upper division courses completed at a four-year institution may be considered for lower division course substitution on a case-by-case basis and in accordance with current policy at the associate degree-granting institution.
- c. It is the student's responsibility to clear any "holds" to be considered for a Reverse Transfer degree.

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<sup>1</sup> Reverse Transfer degrees may be awarded to students who complete degree requirements outside of Louisiana at the discretion of the institution.

- d. Student transcript information provided by the Board of Regents should be considered as an official transcript. Diploma and transcript delivery directly to students with financial obligations to the institution are handled according to state law and institutional policy.

It is incumbent upon institutions to ensure that this policy and all institutional policies governing Reverse Transfer are clearly stated and publicized. Information about Reverse Transfer should be incorporated into the advising process for all students who withdraw from an institution before completing a degree.

## **5. Governance and Compliance**

- a. The Statewide Articulation and Transfer Council (SATC) will have oversight of the Reverse Transfer policy and will review the policy and its impact annually. Oversight responsibilities include, but are not limited to, assessment and evaluation of the process, reporting to the Legislature, and modifications in the process/policies as needed.
- b. Policies/procedures must be in compliance with the standards of accreditation set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) including but not limited to:
  - a. Reverse Transfer candidates must complete "...at least 25 percent of the credit hours required for the degree" at the Louisiana institution awarding the associate degree. (SACSCOC Section 9.4)
  - b. Reverse Transfer candidates must adhere to the Catalog requirements established by the degree-granting institution. (SACSCOC Section 9.7)
- c. All student information shared between and among institutions to facilitate Reverse Transfer awards must be in compliance with FERPA guidelines and applicable State of Louisiana statutes.

## **6. Fees**

Institutions may not charge student fees for the degree audit process nor graduation fees at the associate degree-granting institution.

## **7. Data**

Institutions shall annually submit data to the Board of Regents relating to Reverse Transfer at the institution in the manner prescribed by the Board. The Board shall annually analyze and report on the data to ensure compliance with the policy and inform continuous improvement efforts.