

Procedure 3.0926

Reverse Transfer Procedure

Reverse Transfer is a new process that has been approved by the NCCCS and the UNC System schools. This process allows for a student attending a 4 year UNC System school to take classes in general education and have them transfer back to a NCCCS school they may have attended in the past to be applied toward attaining an associate's degree in arts or sciences. This procedure only applies toward the A.S. and A.A. degrees, but students wishing to transfer coursework toward a CTE degree or from an out of state institution may do so on an individual basis by contacting the Registrar's office and providing official transcripts for evaluation.

March 15 and July 15 – Downloads available to BCCC for 90 days. After 90 days files are no longer available for download.

Workflow

1. Download the files from UNCGA on a secure server (may need support from IT to do this)
2. Communication sent out to the students included in the download to let them know we have received their information and will be evaluating their courses through the Data Mart.
3. Run colleague process (BPRP) to search for potential graduates.
4. Run colleague process to look for students who have already earned an associate's degree.
5. Run missing credits report to see what students are within 6 credit hours of completion.
6. Notify students who have earned their degree.
7. Waive graduation fee unless they would like to have a printed degree or participate in the graduation exercises.
8. Communicate with students who are short credits (6 credit hours or less) of their status toward earning their associate's degree.

Students who have completed the reverse transfer process and would like to obtain an updated version of their transcript may do so by following the transcript request procedure.

Timeline and Department Responsible

Download Window – March 15 or July 15 (Deadline)	Task to be Completed	Department Responsible
2 weeks from window opening	Files are downloaded to secure server	Registrar

Procedure

2 weeks after files downloaded	Communications sent out to students	Admissions
2 weeks after communications sent	Colleague process to search for potential grads	Registrar
1 month after search for potential grads complete	Look for students who have earned associates degree and awarding of transfer credits	Counseling/ Registrar
2 weeks after awarding of transfer credits	Communicate with students who have earned a credential or are within 6 credit hours (all students would be optimal)	Admissions

References

Legal References: *Enter legal references here*

SACSCOC References: *Pending SACSCOC standard related to "Completion"*

Cross References:

History

Senior Staff Review/Approval Dates: *12/3/2016 (electronic vote)*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*