Ivy Tech Community College of Indiana

POLICY TITLE
Reverse Transfer

POLICY NUMBER
ASOM 1.6.1

PRIMARY RESPONSIBILITY
Academic Affairs and Student Affairs

CREATION/REVISION/EFFECTIVE DATES
Created May 2014/Effective May 2014; revised October 2017/effective immediately

PURPOSE
The College has entered into agreements with partner institutions with the intent of awarding degrees to students who have transferred out without completing a degree.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, staff, students

DEFINITIONS
Reverse Transfer: The process of evaluating a former Ivy Tech student's record to see if, with the addition of work taken at a transfer institution, the student now qualifies for an Ivy Tech degree.

Eligible students: Students will be eligible to have their records evaluated for reverse transfer if they transferred a minimum of 15 credits to the partner institution and have in turn earned a total of 75 credits among all institutions.

Partner institution: A four-year college or university to which an Ivy Tech student has transferred.

POLICY
1. The reverse transfer degrees to be awarded are the Associate of Science, the Associate of Arts, the Associate of General Studies and the Associate of Fine Arts. This process will be managed by the Office of the Registrar in the Central Office. The AAS for Healthcare Specialist from Ottawa University is also accepted in reverse transfer and will be managed centrally. Regions are empowered to award other AAS degrees in reverse transfer with approval of the campus Vice Chancellor for Academic Affairs.
2. Students must have completed a minimum of 15 credit hours at Ivy Tech, excluding prior learning experience credit.

3. Students must meet all requirements for graduation certification, including GPA and course requirements.

4. The curriculum to be used for reverse transfer will be the current curriculum in effect at the time the College is made aware of the student.

5. If the student has successfully completed coursework at the 300-level or above at the partner institution, that coursework may be substituted for the IVYT degree requirement, if the student did not complete that requirement at Ivy Tech.

6. Upper-level (300-level and above) coursework may be used to substitute for the capstone course requirement in the curriculum.

**PROCEDURE**

1. Either the student or the partner institution will submit transcripts to be used in evaluating credit from the partner institution.

2. Students who are identified for reverse transfer shall have their credits from the partner institution entered into the College's SIS.

3. A degree audit will then be run to see if the student has completed the program. Based on the student's coursework taken at Ivy Tech and the partner institution, the student will be audited based on this hierarchy:
   a. The student's program of study at Ivy Tech/partner institution.
   b. The AA and/or AS in Liberal Arts
   c. The AGS in General Studies

4. If the student has completed all requirements, the degree is posted to the next available graduation date in the College's SIS and the student is notified.

5. If the student does not owe outstanding fees to the College, a diploma is ordered and mailed to the student.

6. The student will be credited for completing the degree at the most recent Ivy Tech home campus as listed in the College's SIS.

**REFERENCES**

ASOM 1.6 – Transferring Courses into Ivy Tech

**RESOURCE PERSON**

Vice Chancellor for Academic Affairs
Vice Chancellor for Student Affairs