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

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 regional 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
Reverse Transfer Guiding Principles

Definitions and Parameters:
- Regions have the ability to award AAS degrees through Reverse Transfer.
- Central Office will continue to award AA, AFA, AS, and AGS.Regions should not be offering these types of degrees via reverse transfer without involvement of central office.
- Reverse Transfer degrees are awarded to the last region the student had a major on SGASTDN, not the region they are living closest to now.
- 2nd Associate degrees, CTs, TCs, and STGEC notations are not covered under reverse transfer. *(Please be aware of this when trolling)*

Degrees are awarded under current year curriculum, with all other graduation and transfer guidelines followed including:
- 15 college level degree applicable hours – no V or PLA credit included in number
- 2.0 GPA to be eligible for graduation
- No previous associate degree (from Ivy Tech or elsewhere), bachelors, or masters
- Substitution guidelines cannot be exceeded
- Transfer guidelines and best practices still in effect

Attributes of Reverse Transfer:

<table>
<thead>
<tr>
<th>Central Office</th>
<th>Regional</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVR – Reverse Transfer Review</td>
<td>RRTR – Regional Reverse Transfer Review</td>
</tr>
<tr>
<td>REVG – Reverse Transfer Graduate</td>
<td>RRTG - Regional Reverse Transfer Graduate</td>
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* Please note, currently these student attributes will not help you pull reports. You will need to track these outside of Banner. Our hope is that we will be able to pull this data with adjustments in NEWT.

Transferring in Capstone Courses – This ONLY appears and applies in Reverse Transfer instances

May use applicable 300/400 level course work for a Capstone course.

Current partners have communication plans that go to Central Office. Current partners include Purdue, WGU, ISU, University of Phoenix, and Ottawa University. It is important that regional communication does not create confusion or contradict current agreements. This will only cause confusion. Our communication needs to be consistent across Ivy Tech with regard to reverse transfer.

If you are unable to award an AAS degree and would like Central Office to review it, please contact Michal Stacy. Michal will contact the regional Registrar with reverse transfer candidates that would be most benefited using AAS curriculum.

Courses that are typically not transferred in:
- Practicum courses
- Clinical Courses
Students are usually given 3 semesters (excluding Summer) to resubmit or complete outstanding requirements for curriculum year to be honored.

If there is an outstanding requirement communicated to the student, the assumption should be the student will be completing it at the 4 year institution. Since participation in reverse transfer is voluntary by our partners, our aim is to keep them at that institution, or it jeopardizes the continuation of the partnership.