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EAST TENNESSEE STATE  
UNIVERSITY

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## **Undergraduate Reverse Transfer Policy**

# **Policy Name: Undergraduate Reverse Transfer Policy**

## **Policy Purpose**

This policy specifies the framework for Reverse Transfer between East Tennessee State University and Approved Community Colleges.

## **Applicability**

This policy is applicable to ETSU undergraduate students.

## **Responsible Official, Office, and Interpretation**

The Registrar is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of the Registrar. The Office of the Provost in conjunction with the Office of University Counsel has the final authority to interpret this policy.

## **Defined Terms**

*A defined term has a specific meaning within the context of this policy.*

### Approved Community College

A Tennessee community college or an out-of-state associate degree-granting institution approved by ETSU.

### Reverse Transfer

A process that allows transfer students who are currently attending a four-year school to combine four-year college credits with community college credits to receive an associate degree.

### SACSCOC

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the recognized regional accrediting body in the eleven U.S. Southern states for those institutions of higher education that award associate, baccalaureate, master's or doctoral degrees.

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## **Policy**

ETSU participates in the State of Tennessee's Reverse Transfer program.

Students are eligible for Reverse Transfer if they: (1) are currently enrolled at ETSU and were previously enrolled as degree seeking students at an Approved Community College; (2) have earned a minimum of fifteen (15) college credits towards an associate degree at the associate degree-granting institution; and (3) have earned a combined minimum of sixty (60) total college-level credits.

A student is not eligible for Reverse Transfer if they have received a baccalaureate or associate degree. Once a degree is conferred (baccalaureate or associate), the student will not be considered further for the Reverse Transfer process. The student must grant ETSU and the other institution permission to exchange course histories, official transcripts for all higher educations attended, and high school transcripts. Students will not be assessed fees for sending the coursework to associate degree- granting institutions.

If a Reverse Transfer degree candidate attended more than one associate degree-granting institution prior to transferring to ETSU, the degree conferring institution will be the institution where the student earned the most credits, provided the student earned a minimum of 15 credits at that institution to meet the SACSCOC (or other accrediting body) residency requirement and the student meets the requirements for an associate degree at that institution. In the event the student has earned the same number of credits and meets the residency and degree requirements at two or more institutions, the institution that the student attended most recently will be considered the degree-granting institution.

Reverse Transfer degree recipients will not be assessed a graduation fee at the associate degree-granting institution.

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## **Procedures**

### 1. Uploading Data for State of Tennessee Institutions.

For institutions within the state of Tennessee that participate in the Tennessee Reverse Transfer Program, the uploading of student data at a pre-determined schedule for each term is as follows :

- 1.1. An ARGOS report is run to identify students eligible for Reverse Transfer.
- 1.2. The eligible student list is uploaded to the state Reverse Transfer system.
- 1.3. The state Reverse Transfer system sends an opt-in notification to eligible students.
- 1.4. A course history list for each student who has opted-in is uploaded to the state Reverse Transfer system.
- 1.5. A course inventory of all ETSU courses is also uploaded to the state Reverse Transfer system to facilitate the identification of equivalencies.

### 2. Out-of-State Institutions.

Students who attended institutions outside the state of Tennessee, with whom East Tennessee State University has an individual Reverse Transfer agreement, the students will be notified by ETSU of their eligibility to participate in the ETSU Reverse Transfer Program.

- 2.1. Each term an ARGOS report is run to identify students from the individual institutions outside of Tennessee for eligibility in the ETSU Reverse Transfer Program.
- 2.2. Each student on the eligible student list is sent an opt-in email.
- 2.3. When the student opts-in, the appropriate student attribute is placed on the student's record.
- 2.4. Transcripts of all students who have opted-in to the ETSU Reverse Transfer Program are sent to the appropriate degree granting institution.

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## **Applicable Forms and Websites**

N/A

## **Authority and Revisions**

**Authority:** TCA § 49-8-203, et seq.; TCA § 49-7-150

**Previous Policy:** N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.