Undergraduate Reverse Transfer	
Responsible Official: Provost	Responsible Office: Registrar

Policy Purpose

The purpose of this policy is to serve as a framework for reverse transfer between East Tennessee State University and select community colleges.

Policy Statement

ETSU will participate in reverse transfer, a program in which degree seeking students who transfer from a community college to a four (4)-year institution prior to receipt of the associate's degree can complete the associate's degree requirements and be awarded associate's degree.

Students are eligible for reverse transfer if they:
- are currently enrolled at ETSU and were previously enrolled as degree seeking students at a Tennessee community college or other select associate degree-granting institution;
- have earned a minimum of fifteen (15) college credits towards an associate degree at the associate degree-granting institution; and
- have earned a combined minimum of sixty (60) total college-level credits.

Once a degree is conferred (baccalaureate or associate), the student will not be considered further for the reverse transfer process. To adhere to the FERPA guidelines, ETSU must have written permission from the student or the student must opt-in to send the coursework to the associate degree-granting institution for reverse transfer degree audit purposes. 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 as the degree-granting institution.

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

Authority: Tennessee HB 2827

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.

Policy History

Effective Date: March 24, 2017
Revision Date:

Procedure (s)

1. Institutions within the state of Tennessee participate in the Tennessee Reverse Transfer
    Program.
2. The Tennessee Reverse Transfer process involves uploading student data at a pre-determined
    schedule for each term.

    A. An ARGOS report is run to identify students eligible for reverse transfer.
    B. The eligible student list is uploaded to the state reverse transfer system.
    C. The state reverse transfer system sends an opt-in notification to eligible students.
    D. A course history list for each student who has opted-in is uploaded to the state reverse
        transfer system.
    E. A course inventory of all ETSU courses is also uploaded to the state reverse transfer
        system to facilitate the identification of equivalencies.

3. Institutions outside the state of Tennessee with whom East Tennessee State University has an
    individual reverse transfer agreement are notified by ETSU of their eligibility to participate in the
    ETSU Reverse Transfer Program.

    A. 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.
    B. Each student on the eligible student list is sent an opt-in email.
    C. When the student opts-in, the appropriate student attribute is placed on the student's
        record.
    D. Transcripts of all students who have opted-in to the ETSU Reverse Transfer   Program
        are sent to the appropriate degree granting institution.

Effective Date: March 24, 2017
Revision Date:

Related Form(s)

N/A

Scope and Applicability

Primary: Academics
Secondary: Students