

1.14	Policy Statement on Associate Degrees	15-076	2015-06-25
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REVERSE TRANSFER POLICY

As of June 25, 2015 the Board of Regents for Higher Education resolved to initiate a reverse transfer policy whereby the four CSU state universities and Charter Oak State College Institutional Research staff would:

- compile and send a list to each respective community college, of all students who meet the eligibility criteria for a reverse transfer degree, as defined by the academic council, and
- direct each CSU/COSC institution or CT community college, as appropriate, to notify all such eligible students inviting them to apply to their previously attended community college to earn an associates degree.

The Reverse Transfer Policy [Process is attached](#).

REVERSE TRANSFER POLICY PROCESS

At least once each year, the five baccalaureate institutions (ECSU, CCSU, SCSU, WCSU and COSC) would compile a list of CT community college transfers who are enrolled in their institutions with the following definition of eligibility for reverse transfer:

- Currently enrolled and matriculated in a baccalaureate degree program
- Have transferred from a CT community college within the past 2 years and have **NOT earned an associates' degree**
- Have transferred into the university a minimum of **45** credits from a single CT community college
- Where students have earned additional credits at other colleges/universities beyond the 45 credits above, the community college where the student earned the highest no. credits would be identified for reverse transfer
- Have completed a minimum of **15** credits at the baccalaureate institution

The above definition will be adjusted over time to include a broader number of students, however initially this will intentionally define a more manageable number of eligible students and to modify these criteria gradually. There are likely to be a larger number of requests at the beginning of this process, therefore the goal is to avoid creating a burden on Admissions and Registrars staff across the college system.

The list, broken down by CT community college, would include

- Student first and last name, and Date of Birth
- Student mailing and email addresses
- Selected baccalaureate degree program and number of earned credits
- If known, the student's CT community college ID no.

This annual list would give each community college a sense of the number of students who may be eligible under this process.

CSU/COSC responsibilities

The five baccalaureate institutions agree to send a letter/email to each student identified, inviting them to apply to their primary CT community college for reverse transfer, and will include with this letter/email a transcript request form, to be completed by the student. The transcript will then be sent from the university/state college to the CT community college.

A standard reverse transfer form and FAQ has been developed (see attached), modeled after a similar form already in use by COSC, which will ask the student to give their permission under FERPA to transfer this information for purposes of reverse transfer and also apply to graduate if they meet the requirements for the degree.

Student Responsibilities

If the student chooses to, they will e/mail this form to their selected CT community college making arrangements, as stated above, with the university/state college for an official transcript to be sent directly from the university/state college to the community college.

Community College responsibilities

Each receiving CT community college would evaluate the credits on the transcript using their normal transfer credit evaluation process.

A degree audit would be completed by the receiving community college to determine whether the student has met all outstanding requirements for the degree selected by the student. It is anticipated that in many cases, students would be most likely eligible for an A.S. degree in general studies, but the student can earn any degree for which they meet the degree requirements.

The community college would notify the student of their status of completing the selected degree and if any requirements remain unmet, to list those requirements in their letter to the student.

The college would award the degree to the student at the next conferral date of the college.

Timeline for AY 2015-2016

For the first year, the 4-year institutions will send letters/emails to all students eligible by September 25th 2015, for those potentially eligible students who were enrolled in spring 2015, and again by January 1st 2016, for those who were enrolled in the fall 2015. This will assist with contacting a potentially larger group of eligible students in the first year.

Starting in AY 2016-2017 and thereafter, the 4-year institutions will only need to send letters by January 1st of that academic year.

Upon recommendation from the Admissions and Registrars councils, these dates would have student applications arriving during February each year, which is when degree audits typically are reviewed and completed for spring graduation. In the first year, it is understood that the student applications would likely arrive in both October and February.

Students enrolled Fall 2011 with 40 or more cumulative credits.

DM_TERM_CV.COLLEGE_DESC * DM_TRANSFER_COLLEGE_CVINSTITUTION_NAME_NSC Crosstabulation							
Count							
		DM_TRANSFER_COLLEGE_CVINSTITUTION_NAME_NSC					Total
		CENTRAL CONNECTICUT STATE UNIVERSITY	CHARTER OAK STATE COLLEGE	EASTERN CONNECTICUT STATE UNIVERSITY	SOUTHERN CONNECTICUT STATE UNIVERSITY	WESTERN CONNECTICUT STATE UNIVERSITY	
DM_TERM_CV. COLLEGE_DESC	Asnuntuck	12	4	3	2	0	21
	Capital	73	10	4	2	1	90
	Gateway	24	22	0	84	2	132
	Housatonic	7	9	0	75	10	101
	Manchester	125	9	43	10	2	189
	Middlesex	38	5	3	14	1	61
	Naugatuck Valley	35	11	2	32	54	134
	Northwestern CT	12	0	0	0	3	15
	Norwalk	7	17	7	43	35	109
	Quinebaug Valley	6	1	37	0	0	44
	Three Rivers	18	7	67	7	1	100
	Tunxis	107	8	0	8	2	125
Total		464	103	166	277	111	1121



CONNECTICUT STATE COLLEGES & UNIVERSITIES

BOARD OF REGENTS FOR HIGHER EDUCATION

Reverse Transfer & Graduation Application Request Form

Community College that you are applying to Graduate from: _____

Degree for which I am applying to earn: A.S./ A. A. (circle one) in _____ (major)

Name (First,M.I.,Last.)

Name While Attending Comm. College (if different)

Address

City

State

Zip

Daytime phone number

Comm. College Banner/Student ID no.

Last four digits of SSN#

Birth Date

Name as you would like it spelled on the Diploma

Attending Commencement? Y / N

(Contact the college directly to find the date of the ceremony)

Authorization: I authorize the community college named above to review my transfer credits for application toward an associate's degree from that institution, providing that I meet all eligibility requirements.

My signature below is agreement that:

- I understand that I am requesting that upon receipt of my transcript, the community college named above will apply any and all credits toward a degree at that institution.
- If my total credits meet all of the requirements for the degree for which I am applying, I will be notified as such.
- If my total credits meet all of the requirements and indicate that it is more appropriate to award an associate degree other than the one indicated, such as A.S. in General Studies, I am giving my permission to award that degree instead of the degree indicated above, and I will be notified as such.
- If I am missing any of the degree requirements, the college will so notify me and let me know what requirements still need to be met.
- I acknowledge that by signing this application I give the selected college permission to print my name and academic major in the commencement brochure (if applicable), and to have my photo taken and possibly used as part of its publicity and marketing efforts.

Student Signature

Date

FOR CC REGISTRAR'S OFFICE USE ONLY:

Date Submitted: _____ Audit Date: _____ Requirements Met: Y/N

Notes (if any): _____

Mail the completed form to the appropriate Registrar's Office address as indicated below:

1. Asnuntuck Community College
Attn: Registrar, 170 Elm Street, Enfield, CT 06082
2. Capital Community College
Attn: Registrar, 950 Main Street, Hartford, CT 06103
3. Gateway Community College
Attn: Registrar, 20 Church Street, New Haven, CT 06510
4. Housatonic Community College
Attn: Registrar, 900 Lafayette Blvd., Bridgeport Ct. 06604
5. Quinebaug Valley Community College
Attn: Registrar, QVCC, 742 Upper Maple Street, Danielson, CT 06239
6. Manchester Community College
Attn: Registrar, MCC, Great Path, Manchester, CT 06040
7. Middlesex Community College
Attn: Registrar, 100 Training Hill Rd, Middletown, CT 06457
8. Naugatuck Valley Community College
Attn: Registrar, 750 Chase Parkway, Waterbury, CT 06708
9. Northwestern Connecticut Community College
ATTN: Registrar's Office, Park Place East, Winsted, CT 06098
10. Norwalk Community College
Attention: Registrar, 188 Richards Avenue, Norwalk, CT 06854
11. Three Rivers Community College
Attn: Registrar, 574 New London Tpke, Norwich, CT 06360
12. Tunxis Community College
Attn: Registrar, 271 Scott Swamp Rd, Farmington CT 06032