

# Credit When It's Due - Reverse Transfer Process Flow (5/29/15)

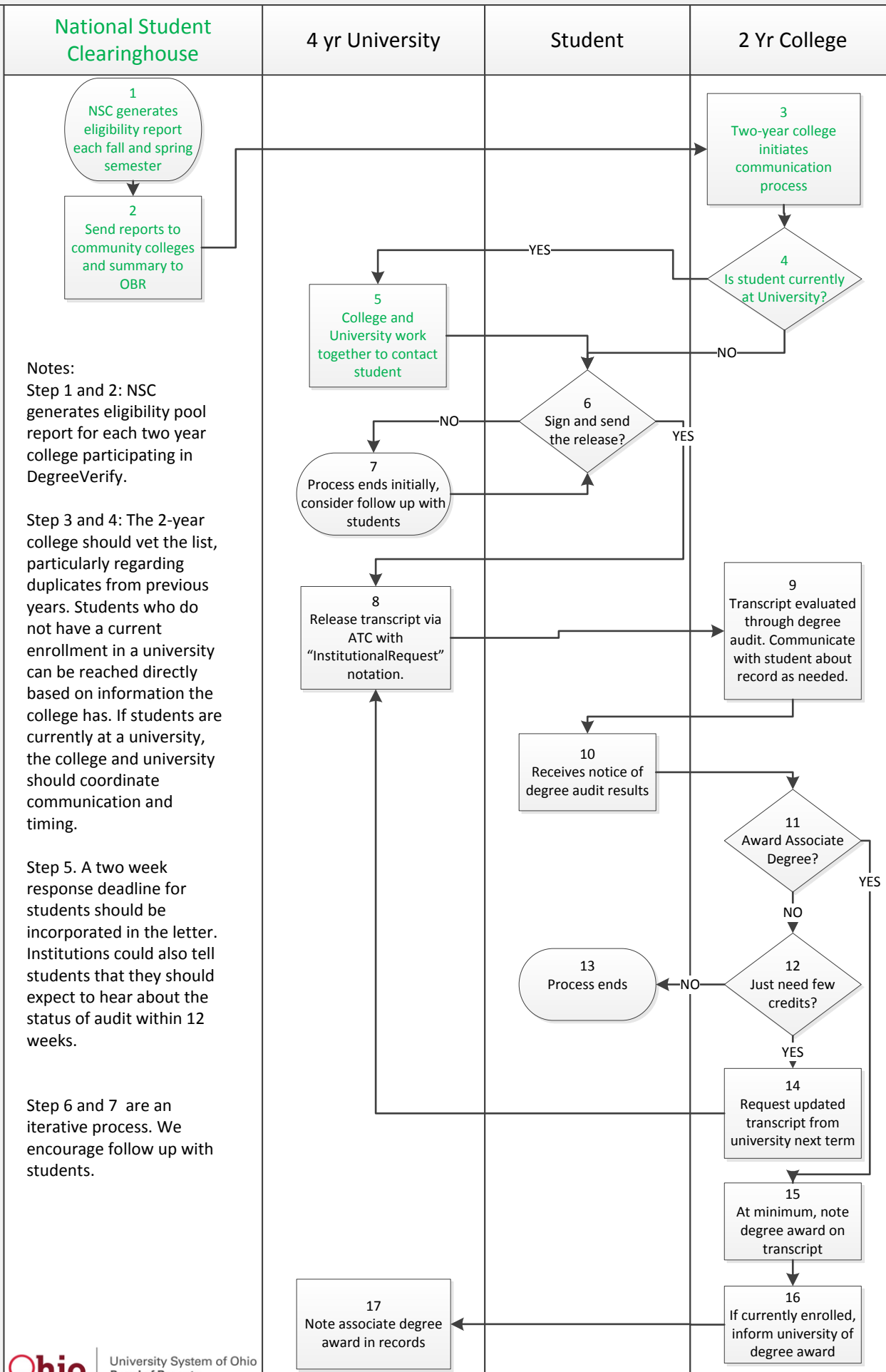
Step 8: The university and 2-year college should have mutual agreement if transcripts are sent in batches or as student authorization is received. The list of students should be shared with the university (regardless of enrollment status) to ensure transcript fee waivers, as applicable.

Step 9: If an audit is not completed in 6 weeks, the college should communicate with the student on the status of the audit.

Step 10: Student should be given a last chance opt out option with a 1-2 week response deadline. Students who do not meet the requirements should be given information about their missing requirements.

Step 14: 2-year college and the 4-year university can establish mutual steps for getting the updated transcript.

Step 16: University and college should communicate about how the updated award should be shared.



**Notes:**

Step 1 and 2: NSC generates eligibility pool report for each two year college participating in DegreeVerify.

Step 3 and 4: The 2-year college should vet the list, particularly regarding duplicates from previous years. Students who do not have a current enrollment in a university can be reached directly based on information the college has. If students are currently at a university, the college and university should coordinate communication and timing.

Step 5. A two week response deadline for students should be incorporated in the letter. Institutions could also tell students that they should expect to hear about the status of audit within 12 weeks.

Step 6 and 7 are an iterative process. We encourage follow up with students.

