NC COMMUNITY COLLEGES

CREATING SUCCESS

Credit When It's Due: Reverse Transfer Processes

UNIVERSITY OF NORTH CAROLINA

Version 2.0: 9/25/ 2014

Contents

Overview

Overview

In the fall of 2012, UNC General Administration and North Carolina Community College System received a grant from the USA Funds as a part of the Credit When it's Due grant to develop technology tools, policies, and procedures to support the reverse transfer of credit for students who transfer before completing a credential at the community college. Student will be able to "transfer back" credits completed at the university that fulfill the AA/AS requirements so that the community college may award an associate's degree. Fifteen community colleges and 8 universities piloted this project and established the policies and procedures for implementation.

Reverse transfer has many benefits:

- number of degree completers in NC will increase
- upon awarding the credential, the community college will be able to count the early transfer student as a completer
- There is some indication that it will improve overall baccalaureate degree completion
- student receives a credential that he/she would not otherwise have received
- Lifetime earnings of students increases by level of degree attained

Credit When It's Due Grant:

Initial Feedback From Students Regarding Reverse Transfer
UNCC Students

"I'm finding that the prospect of having my official associate's degree is *helping me to push me over the "2 year-hump"* to my bachelor's program."

*"Oh wow, thanks - **I am sharing the knowledge here**."*

"Thank you very much on the update about the status of the Reverse Transfer Program. I will be looking forward to hearing more from the colleges."

"Thank You very much for reaching out to me via UNC Charlotte about the "reverse transfer" program it is truly a blessing!"

Today a student emailed me that grades were posted for the semester and wanted to know when he would know whether he has the associate degree. I told him to call me and explained in a little more detail, how it worked. He said he had been trying for 6 years to get his associate degree and was sure he now had the all the classes and was really excited to hopefully finally get the degree. "*I truly do not mean to pester you about this. I've just been waiting a long time. Getting this degree has taken me 6 years*"

*"Making the **decision to transfer** prior to finishing an AA or AS is **difficult and often involves monetary constraints and/or required course access**. Adult transfer students especially can get mired in the often disjointed and protracted journey toward the culmination of their efforts.* I foresee this opportunity to receive acknowledgement of the earned AA or AS degree as a way to **help bolster the transfer student's psychological resolve to complete the four year degree**. I hope the UNCC administration utilizes this program in their student retention/degree completion toolkit."*

UNCG Student

"I have just submitted my information to have my credits evaluated to see if I qualify for my associate's degree. I think this is a great program, and hope many can benefit from it.

FSU Student

"I received an email about the reverse transfer program. I was delighted to hear that I can receive an associates as well as my bachelor's degree."

Pilot Institutions

This pilot Program is sponsored by USA Funds

NCCCS Policies and Procedures
Credit When It's Due/Reverse Transfer Grant

The following are policies and procedures for North Carolina Community Colleges and universities participating in the "Credit When It's Due" initiative.   All policies and procedures must be in compliance with accreditation standards set forth by the Southern Association of Colleges and Schools (SACS). Students eligible for degree review as part of the "Credit When It's Due" initiative will be those currently enrolled and future transfer students at participating universities who transferred from one of the fifteen participating community colleges (CCs).

POLICIES

1. CCs are in agreement that the Southern Association of Colleges and Schools on Colleges residency regulation of 25% of credits earned (16 credit hours) by the student will be the review limit for a degree by the granting institution.

2. The degree granting institution will be determined by the following:
   a. Most recent CC attended meeting SACS residency regulations
   b. If there is more than one CC meeting the above requirement, the CC from which student has received the most credits will review the student for the degree.

3. Only courses in which the student has received a grade of C- or higher from the university will be included in the data.

4. All credits received by the student from other schools (since the student attended the granting CC) will be included in the data if available for review in awarding the degree and all data will be considered official.

5. For the purpose of this student population the readmission application process and fee will be waived.

6. Each student will be processed for the degree based on the degree program that the CC determines per their rules and regulations, with the best interest of the student as the guiding principal.

7. Each CC will waive the graduation fee to process and award the degree however can charge for the printing of the diploma or participating in graduation ceremonies.

8. Upper division courses completed at a four-year institution may be considered for lower division substitution on a case-by-case basis.

Procedures

1. UNC-GA will be responsible for pulling the student data required for reverse transfer from the universities and programming the filters and cross-walking data to be sent to the appropriate CCs.

2. Data will be sent to CCs in each fall and spring semester for the previous semesters (see chart at end of manual).

3. A student's data will be sent to the CC upon completing 50 total credit hours as assessed by the information from the currently attended university. The student's data will be sent each subsequent semester the student is enrolled until he/she has earned an associate's degree or a total of 90 credits or until 5 years has passed from the time the student transferred into the university, whichever comes first.

4. Each institution will designate a person who will serve as the primary point of contact for information to students, faculty and staff, which will be posted on the website.

5. Website is located at UNC-GA at www.northcarolina.edu/reversetransfer

6. The degree granting institution will send an email to the student's university email address notifying the student of their degree confirmation

7. Any and all holds on student records for either institution will be upheld per the institutions policies.

8. If a student requests to have a printed diploma or participate in graduation ceremonies, the CC will inform the student of the process and cost.

Frequently Asked Questions (FAQ)- Policies & Procedures

- ***What if my college's program residency policy requires more than 16 credits?***
  The 16 credit threshold was selected because it represents 25% of the required credits per Southern Association of Colleges and Schools Commission on Colleges for associate degrees. Some colleges may have requirements for additional credits in order to meet their institutional residency requirement; however for the reverse transfer population the agreement is to utilize this regulation.

- ***Do reverse transfer students pay for their degrees or participate in the graduation ceremony?***
  Each community college will determine and notify the student regarding the cost of the printed diploma and/or participation in the graduation ceremony. If a community college has a cost for the processing and awarding of the degree, this will be waived.

- ***What if a reverse transfer student has a hold on their record?***
  Any holds at the community college on a student's records will be upheld and any transcript holds at the university when the transcript data is pulled will be upheld.

TRANSCRIPT DATA

The transcript data for this project will be delivered through a secure website developed by UNC-GA to the community colleges and will be considered official transcript data.

The following MOU for exchange of transcript data was signed by all the presidents of the pilot community colleges and CAO's of the universities. An addendum will be added for the other schools not participating and all signatures will be kept on file at UNC-GA.

Credit When it's Due Pilot Project

Memorandum of Understanding 2013-2014

On June 27, 2012, the presidents of University of North Carolina general administration (UNCGA), North Carolina Community College System (NCCCS) and participating community colleges (presidents) and universities (chancellors) signed a Joint Grant Proposal and MOU (see attached) for the "Credit When It's Due" (CWID) Grant committing support for the goals and objectives of CWID through joint policy formation, updates, support for automation of degree audit and mapping process and promotion of reverse transfer to degree completion .

The goal of the CWID is to improve the rate of completion of the Associate of Arts and Associate of Science degrees through the reverse transfer of credit. A reverse transfer of credit occurs when a public university or college, which can confer a baccalaureate degree, allows credit from courses taken at its school to be transferred to a community college so that that community college can confer an associate degree on the student who has already transferred to the four-year school.

Currently, UNCGA has partnered with NCCCS and multiple UNC and NCCCS campuses to implement the proposed scope of work under the Grant. These partners were selected based on prior successful collaborations including the reverse transfer of credit.

This Memorandum of Understanding (MOU), acknowledging the acceptance of the data transferred from the public universities and colleges to the community colleges in a reverse transfer of credit as official transcript data, and from the community colleges to the universities under Southern Association of Colleges and Schools (SACS) regulations, is entered into by and between the universities and community colleges listed below participating in the "Credit When it's Due Grant".

The following UNC campuses are participating in the grant-funded project: Appalachian State University, East Carolina University, Fayetteville State University, North Carolina State

University, the University of North Carolina Charlotte, the University of North Carolina Greensboro, the University of North Carolina Wilmington and Western Carolina University.

The following NCCCS campuses are participating in the grant-funded project: Asheville-Buncombe Technical Community College, Cape Fear Community College, Catawba Valley Community College, Central Piedmont Community College, Coastal Carolina Community College, Davidson County Community College, Durham Technical Community College, Fayetteville Technical Community College, Forsyth Technical Community College, Gaston College, Guilford Technology Community College, Martin Community College, Pitt Community College, Rowan-Cabarrus Community College, Stanly Community College and Wake Technical Community College.

DATA/FERPA:

Transcript level data from the eight participating universities will be retrieved by the UNC-GA office and disseminated to the proper community college for evaluation for the possible awarding of a degree. The file sent to the community college will include all data necessary for the process and awarding of the degree. The coursework completed by the student for degree consideration will be limited to courses with a grade of C or higher. This data will be considered an official academic record for the student.

The transfer of credits and all pertinent data between UNC-GA, the universities and the community colleges, including notification to the student, will be processed pursuant to the policies and procedures of the institution that will be accepting the transfer credits in accordance with the Southern Association of Colleges and Schools (SACS) regulations. Further, the participating UNC and NCCCS campuses will fully comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) with regard to the transcript level data disclosed among and between institutions for the purpose of accommodating reverse transfer, as well as any other individual student data that may be transferred under the joint grant proposal and under this MOU.

RESEARCH:

Pursuant to the CWID grant stipulations, UNCGA and NCCCS are collaborating with the Office of Community College Research and Leadership (OCCRL) at the University of Illinois to evaluate the impact of the reverse transfer program. The system offices (UNCGA and NCCCS) are providing the necessary unit-record data to OCCRL for this purpose and are also serving as points of contact for the evaluators.

TERM:

This MOU shall take effect upon signing and will automatically renew each year unless a party notifies the others in writing with at least 30 days' notice. However, notice of withdrawal from this CWID MOU by a specific university or college will not terminate this MOU as to the remaining parties.

Addendum

ADDENDUM TO MEMORANDUM OF UNDERSTANDING

This document serves as an addendum to the Credit When It's Due Pilot Project Memorandum of Understanding 2013-14, which was entered into on **DATE ORIGINAL MOU WAS SIGNED** by certain University of North Carolina institutions ("UNC Campuses") and North Carolina Community College System institutions ("NCCCS Campuses") as a requirement of their participation in the "Credit When It's Due" ("CWID") Grant ("the Grant").

The Grant calls for scaling CWID to include other UNC and NCCCS campuses. Accordingly, the undersigned UNC and NCCCS campus have agreed to participate in the CWID program. These campuses certify, and acknowledge that they have read and agree to be bound by the terms of the Joint Grant Proposal and Memorandum of Understanding (copies of which are attached hereto) as well as the original Credit When It's Due Pilot Project MOU 2013-14.

University Partners

Community College Partners

Reverse Transfer Reporting Toolbox

The reporting toolbox provides some example reports to be used with the Reverse Transfer Process. These reports are discussed in your training sessions and this guide.

Reports Included:

1) **Creating the Missing Credits Report**

   This report uses a savedlist from Colleague of student ids and counts the number of classes and credits needed for a student to graduate in a certain program.

   Note: To see the program evaluations in this report your institution must set the 'Store Evaluations' field to 'Y' on the AEDF colleague screen. Also, set the 'include' code to 'A' when running BEVL or BPRP. Additional note: Students will not appear on the report if the evaluated program is not listed in their student programs file.

2) **Creating the Program Evaluation Report** (aka 'Cape Fear Report')

   This report uses a savedlist from Colleague of STUDENT.PROGRAMS IDs. This report includes student program evaluation data that was run through BEVL.

   Note: The data from this report is static (does not change). If the students' program evaluation data has changed, BEVL has to be run again to update the stored data.
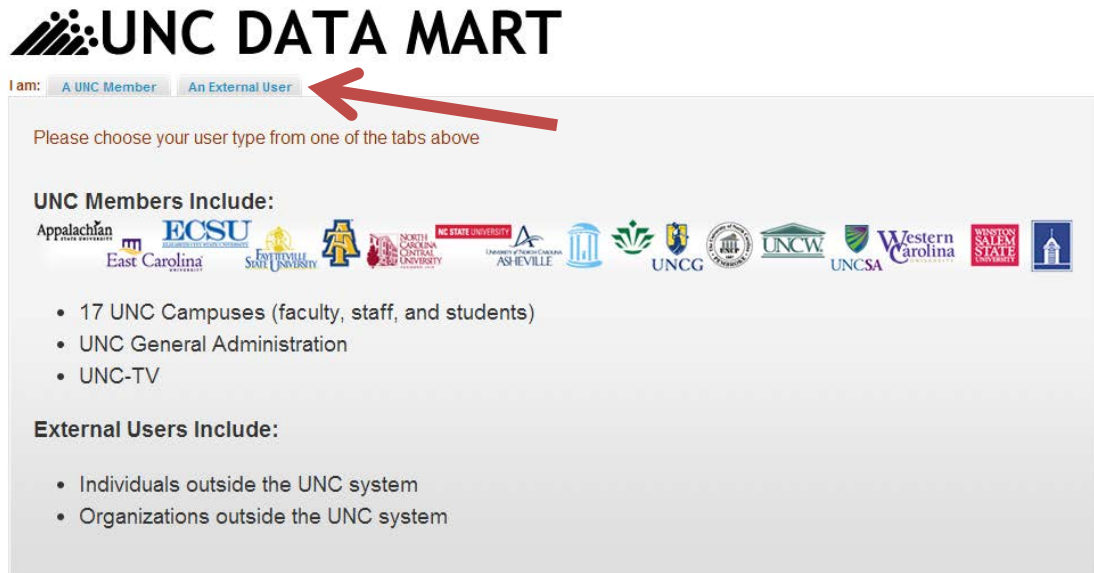
3) **Converting Social Security Numbers Report**

   This report uses a SSN or a list of SSNs entered into a prompt to receive a list of students with completed CU credits.

University File Transfer and Crosswalk Instructions

Account Creation

1. Create an account by navigating to:
   https://uncdm.northcarolina.edu/reversetransfer/requestAccess.php

2. Choose "An External User"
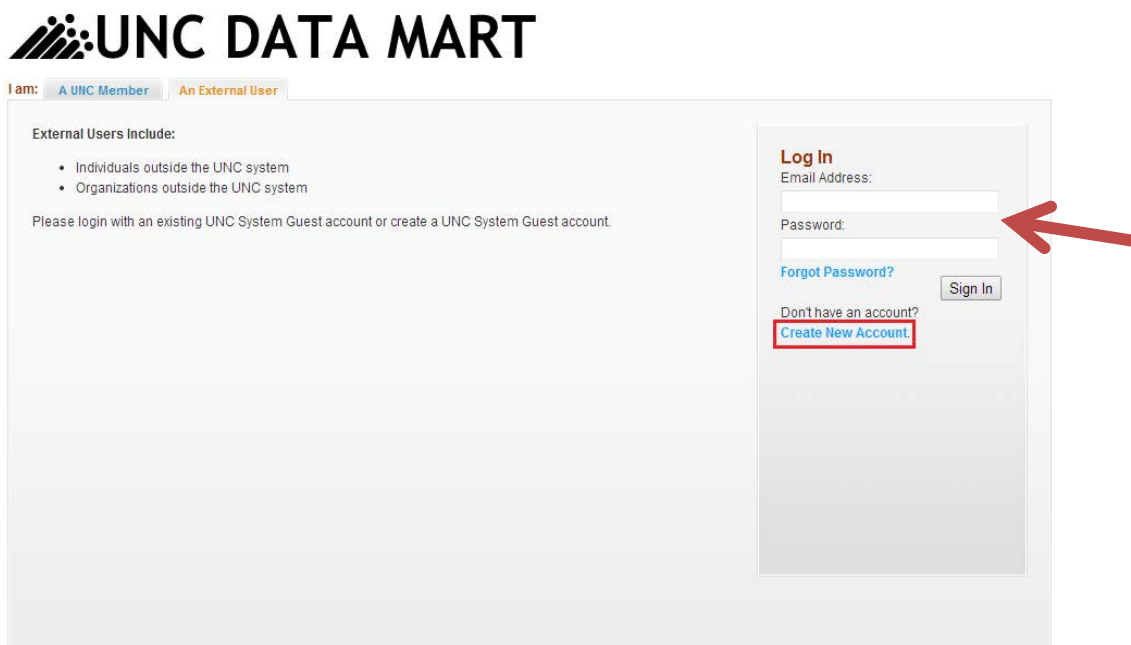
3. Click "Create New Account."

   Enter your community college e-mail address. This must be the e-mail of an individual and not a generic e-mail (e.g. registrar@cpcc.edu).

4. Enter the activation code that will be sent to the e-mail address that you provided in the previous step and click "Activate Account."
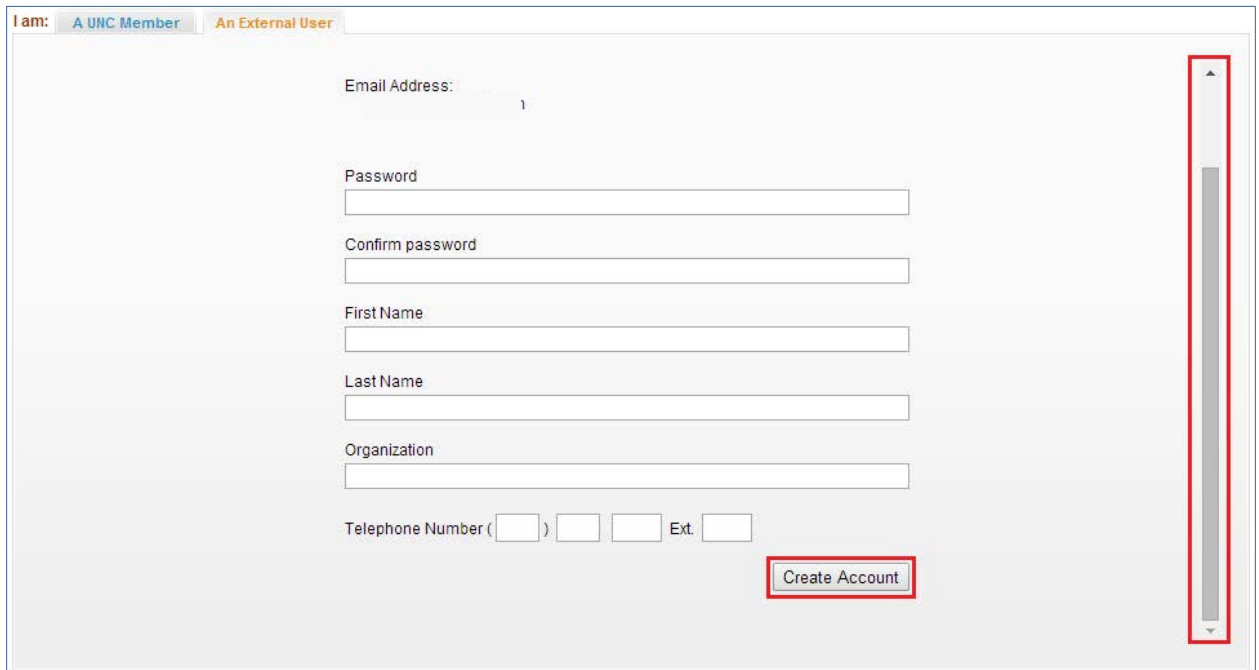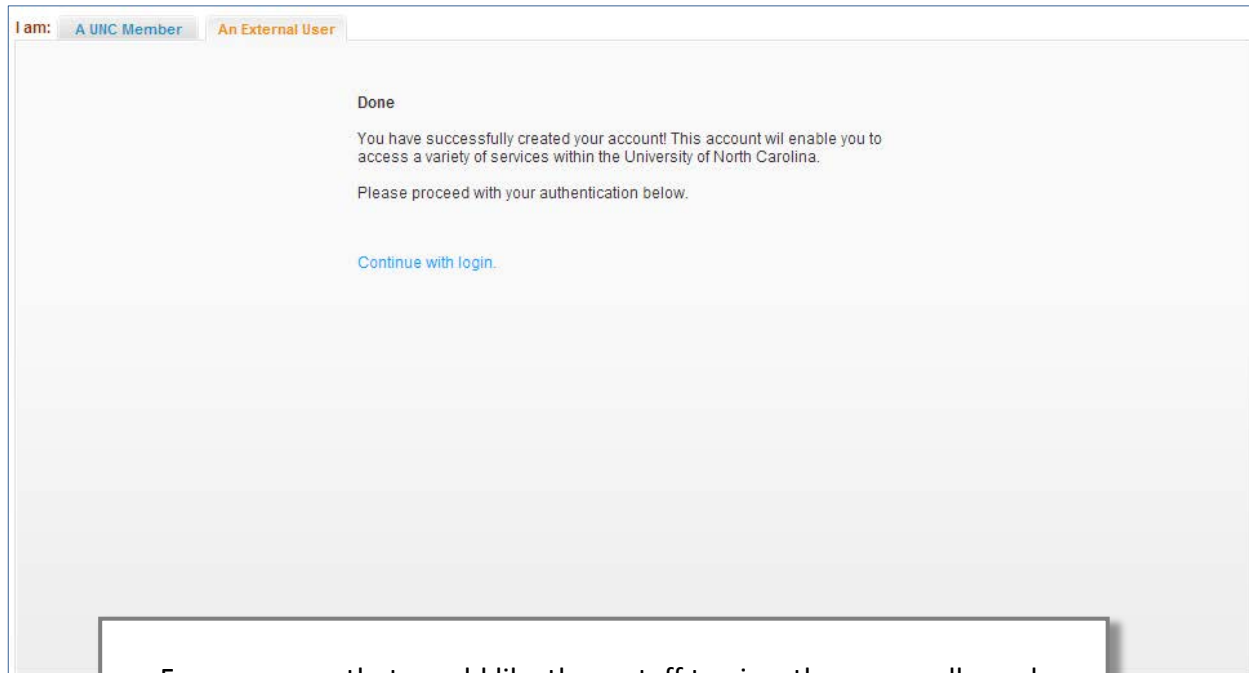
5. Enter the requested information and then click "Create Account." If the "Create Account" button is not visible, use the scroll bar on the right to scroll down until it is visible. The telephone number needs to belong to an individual and not be a generic

community college or office account. May need to scroll down to see create account button.

6. When you have successfully completed the form the following message will appear.

For campuses that would like there staff to view the crosswalk, each employee can create an account up to this point and have access to the crosswalk. **Only staff downloading data needs to proceed to the next steps.**

Request Access to File Transfer

1. After you have created an account (see Account Creation section for details), you will need to request access to the file transfer mechanism by navigating to: https://uncdm.northcarolina.edu/reversetransfer/requestAccess.php

2. Log in on the "An External Member" tab with the account information that you created in the Account Creation steps and then click "Sign In."

3. Fill in your first name and last name and then click "Apply." Your username and community college will already be filled in and cannot be edited.

The checkmark (as seen next to steps 1, 2 and 3) represents steps that have been completed. The arrow (as seen next to step 4) represents steps that have not yet been completed. The first time you log in you will see arrows next to steps 2, 3, and 4. The following message will appear when you have applied successfully:

You have successfully applied for access.

4. **You will not be able to log in and receive files until someone has approved your account. When your account has been approved, you will receive the following e-mail:**
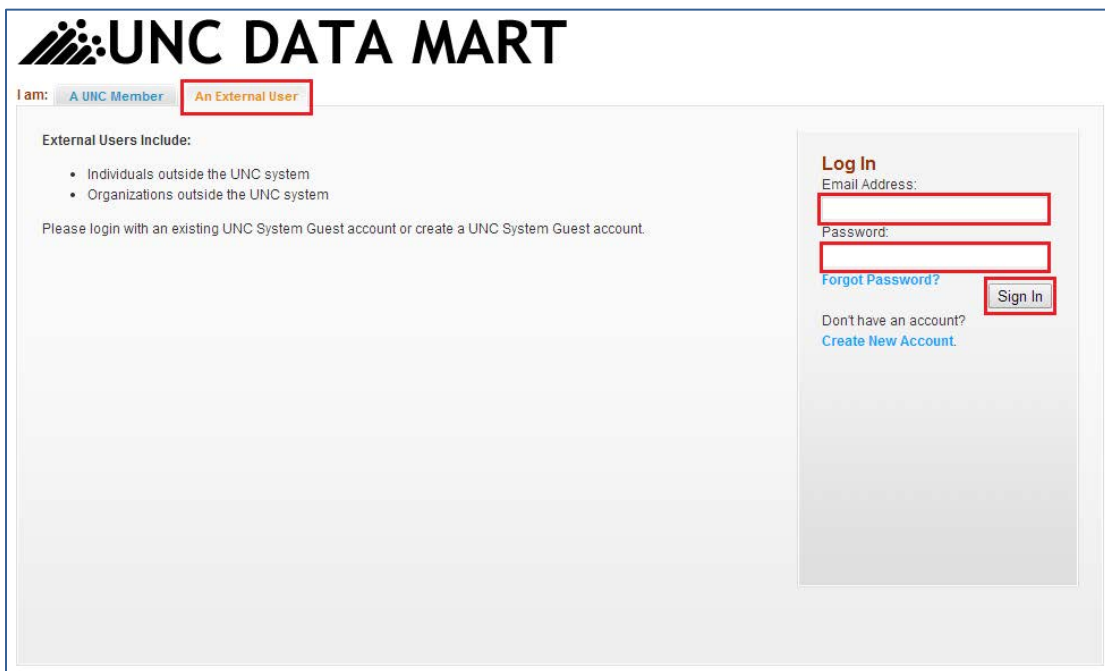
"Your application to download files from the file transfer program has been accepted. You may download your files here: https://uncdm.northcarolina.edu/reversetransfer/index.php"

5. Once you have received the e-mail, you may log into the file transfer mechanism and retrieve your files as described in the following section (File Transfer).

File Transfers

1. After you have set up an account (see Account Creation), requested access (see Request Access to File Transfer), and been approved, you can access the secure file transfer mechanism by navigating to: https://uncdm.northcarolina.edu/reversetransfer/index.php

2.

3. Once you have logged into the portal, this would be the point in time you may want to bookmark the page otherwise you will need to type in the URL at the top of the previous page every time you wish to access the portal.

4. Log in on the "An External Member" tab with the account information that you created in the Account Creation steps and then click "Sign In."

5. The first time you log on, you will have to read and agree to a statement regarding FERPA and other laws and statues relating to the protection of and proper handling of student data.

6. Any files that are available to download will be viewable once you log in by clicking the "Download" button. You can search for files by the name or type and then click the filter button to show the results.

File Transfer

ACTION	FILE NAME	FILE TYPE	DATE AVAILABLE	LAST DOWNLOAD DATE	LAST DOWNLOAD USER
Download	10-04-2014-transcript	PDF	04-10-2014 12:00:00 AM	04-22-2014 12:36:44 PM	Elizabeth Reilley
Download	10-04-2014-transcript	XLS	04-01-2014 12:00:00 AM	04-22-2014 12:39:04 PM	Elizabeth Reilley
Download	22-04-2014-summary	XLS	Not Available	04-30-2014 03:19:35 PM	Elizabeth Reilley
Download	22-04-2014-summary	XLS	Not Available		
Download	TEST CSV NAME	CSV	04-10-2014 12:00:00 AM	04-15-2014 02:39:08 PM	
Download	TEST PDF NAME	PDF	04-01-2014 12:00:00 AM	04-11-2014 10:31:56 AM	Matt Jenkins

The "Date Available" column gives the date the file first became available. ***The file will be available until 3 months from that date and then will be deleted permanently and is not recoverable.*** The "Last Downloaded Date" and "Last Downloaded User" gives information about the last time that the file was downloaded.

There will be 3 files for each community college:

1. University Summary File- The summary file contains summarized information about what is in the data file and the transcript file, including the number of students overall and broken down by university.

2. University Data File- The data file contains one row per student per university course. This file contains all of the same information that is in the transcript report but is formatted more for reporting and analysis purposes.

3. University Transcript Report- This data file contains course and academic information for each student in a transcript-like format. The number of pages for each student will vary based on the amount of courses that the student took. This file contains all of the same information that is in the university data file.

Securing Your Data

Sensitive data should always be stored in a secure manner. Putting sensitive information on a shared file space - (for example: your individual hard drive or departmental drive) - co-mingled with non-sensitive data is not considered properly "secured". The sensitive data should be isolated from other data and encrypted. Access to that encrypted data from a non-secure network should be avoided. **You should not access systems containing sensitive data remotely unless it is via an approved and secure mechanism.**

Sensitive data should not be stored on individual workstations, unencrypted hard drives, thumb-drives or other non-secured devices.

Please consult with your IT department for the proper server to store this data on your campus.

Frequently Asked Questions (FAQ)- File Transfer

Q.1. Is this method of file transfer secure?

This method of file transfer is secure for a few reasons. First all data are locked away behind a Shibboleth login system which prevents the general public from having access. Second, all of the files are accessed via the server on behalf of the user. That means the user never knows where their files are coming from and therefore can't simply go and download a file outside of their access window. Finally, the files are kept outside the scope of the web server. This means that in the event of a fatal error or software exploit there's an extremely small window of vulnerability. This is made even smaller by the fact that community college files are separated into directories that are restricted based on server side information, meaning if in the very unlikely base that an exploit were to occur it should be limited to a single community college campus.

Additional security precautions that are taken include limiting the amount of time that files are stored; limiting the amount of time that an account has access to promote regular account maintenance; and keeping a log of the user names, dates and times of all downloads.

Q.2. How long will the files be available for download?

The files will be available for download for 3 months from the initial date available. After 3 months, the files will be deleted permanently and are not recoverable.

Q.3. What happens if I don't download the files in the 3 month window?

The files will be deleted after 3 months and **are never able to be recovered** or recreated.

Q.4. Why am I limited to only having access to the files for 3 months?

You may access the files for only 3 months for security reasons. The more files that are available the more information that is vulnerable to potential security breaches. The longer information is available the longer it is vulnerable to those potential breaches. While many security cautions are taken with this information, even the most secure forms of file sharing are vulnerable to cyber-attacks and human error or negligence.

Q.5. If I download a file, will it still be available for me to download later?

Yes, the files will be available for you to download as many times as you need during the 3 month period.

Q.6. What if I create an account and don't use community college e-mail?

You will not be able to access files or even apply for access to the file transfer mechanism without using your community college e-mail. This is for security reasons to ensure that only employees of the community colleges that need access to this sensitive information for their job related functions are able to access the files.

Q.7. How long will my account be active for?

Your account will only be active for up to 1 year.

Q.8. Why is there a time limit on how long my account is active?

There is a time limit on the length of account access in order to help guarantee that account access is regularly reviewed to ensure that only those who should have access do. This is an important security measure.

Q.9. What happens if I leave my position or I am no longer responsible for downloading the files?

Contact Michelle Blackwell at emblackwell@northcarolina.edu or (919) 445-0487 to let her know the date that you will be leaving or will no longer be responsible for downloading the files, and she will set your account to expire on that date. It is a violation of FERPA to access the files when you no longer have a job-related need to view the students' personally identifiable information.

Q.10. What happens if I know that one of the people responsible for downloading the files is leaving their position or will no longer responsible for downloading the files?

Contact Michelle Blackwell at emblackwell@northcarolina.edu or (919) 445-0487 to let her know the date that the employee will be leaving or will no longer be responsible for downloading the files, and she will set the account to expire on that date. It is a violation of FERPA to access the files when someone no longer has a job-related need to view the students' personally identifiable information.

Q.11. What happens if I have technical difficulties?

If you have technical difficulties, contact Michelle Blackwell at emblackwell@northcarolina.edu or (919) 445-0487.

Q.12. Is there any software that I need to install to open the files?

Probably not. You need to have a web browser (e.g. Firefox, Chrome, Internet Explorer) to access the files, Excel (or a program that opens Excel files) to view the XLS files, and Adobe

Acrobat Reader to view the PDFs. Your work computer likely already has all of these pieces of software installed.

Q.13. What format are the files in?

The summary file and the data file that contains all of the student information in one row per student per university course will be in XLS format, which is an Excel file format. The file that has the student information that appears in the format similar to a transcript will be in PDF format.

Q.14. What web browser should I use?

Equivalencies

Due to the fact that an individual community college could have students who transfer to any of the 16 universities a shared equivalency chart was developed to aid you in the evaluation process.

The equivalencies for the Crosswalk were developed by the pilot campuses based on the equivalencies each had in their Colleague system. Each campus's databased was merged into one file. All the pilot campuses met to discuss any concerns regarding the equivalencies and if there were more than 3 equivalencies for one university, then a consensus on which three should be in the crosswalk. The crosswalk only provides suggestions. Each individual community college should use their own policies and regulations to guide the articulating of credit.

We will get each of the new schools equivalency data and add to the complied file to aid with completing the equivalencies. A process will be established through the NCCCS system office to update the crosswalk in the future.

Crosswalk

You can use any browser, but Firefox and Google Chrome are recommended.

Access the crosswalk by navigating to:
https://uncdm.northcarolina.edu/reversetransfer/crosswalk.php

Given a particular university course, the crosswalk provides suggestions for community college courses that the university courses could potentially give credit for. The crosswalk has 2 different ways to view the data: 1. from community college course to university course and from 2. university course to community college course.

CC to UNC

The CC to UNC tab allows you to view 1 row per community college course and expand each row to see all of the courses at the various universities that the course is crosswalked to.

Use the arrow on the right side to expand ▼ the row or to contract ▲ the row.

To search for a particular community college course, use the boxes at the top of the screen and then press the Filter button.

Use the buttons on the bottom of the pages to browse through all of the different courses.

ASL	112	Elementary ASL II
ASL	211	Intermediate ASL I
ASL	212	Intermediate ASL II
AST	111	Descriptive Astronomy

Next Last

UNC to CC

The UNC to CC tab allows you to view 1 row per university course and shows all of the community college courses the university course is crosswalked to. There is a maximum of 3 community college courses that can be crosswalked to 1 university course allowed in the database.

To search for a particular university course, use the boxes at the top of the screen and then press the Filter button.

Use the buttons on the bottom of the pages to browse through all of the different courses.

Process the File for Potential Graduates

Creating a Saved List in Colleague

Saved lists may be created on the Savedlist Edit Contents (SLED) screen in Colleague:

Step 1:

Enter "SLED" into the search box:
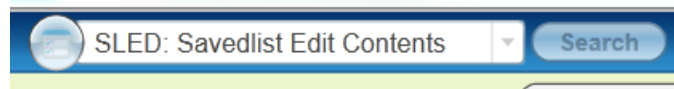
Step 2:

Enter the Saved List name in the following format "RVS.TRNSFR.*date*" then select OK:
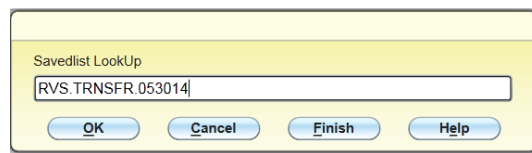
When asked to Reenter or Add, select "Add":
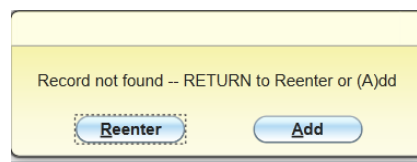
Step 3:

A blank saved list will appear. Select the "drill in" from the top blank line to open the text editor.
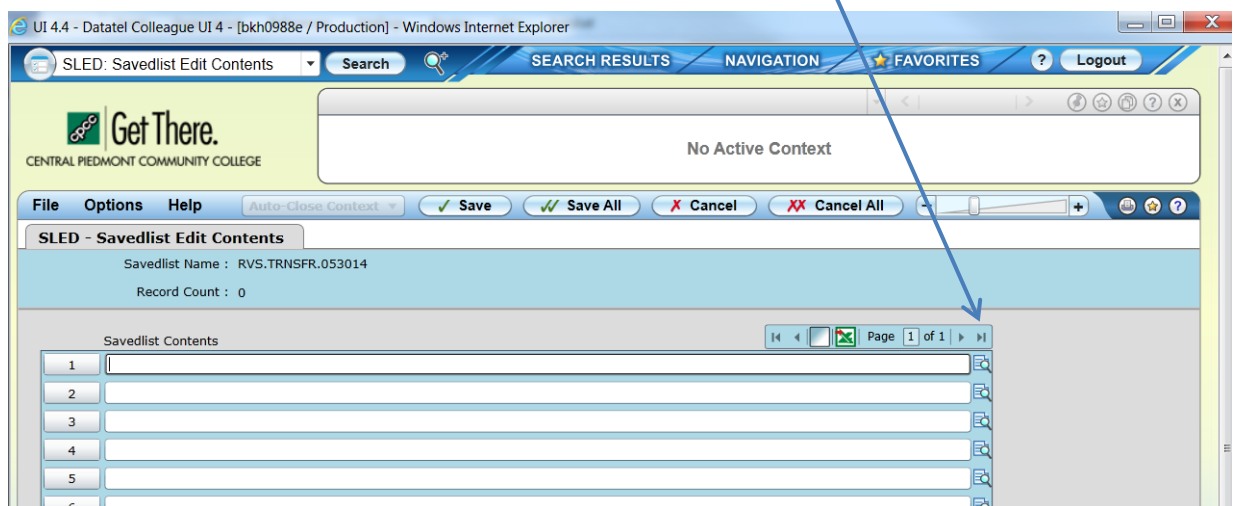
Step 4:

When the text editor opens, paste in the column of student IDs with no blank lines in between and then select "Save".

SAVEDLIST EDIT CONTENTS

| ✓ Save | ✗ Cancel | ⬆ Timestamp | | Find... | 🔍 Find Next |

Contents of Savedlist RVS.TRNSFR.053014

```
0092091
0281700
1074385
3557931
3559763
3426555
1574787
3350302
3496019
3543013
0875085
3339183
3485009
0280900
3299570
1274095
3528494
3426975
3570602
0766484
```
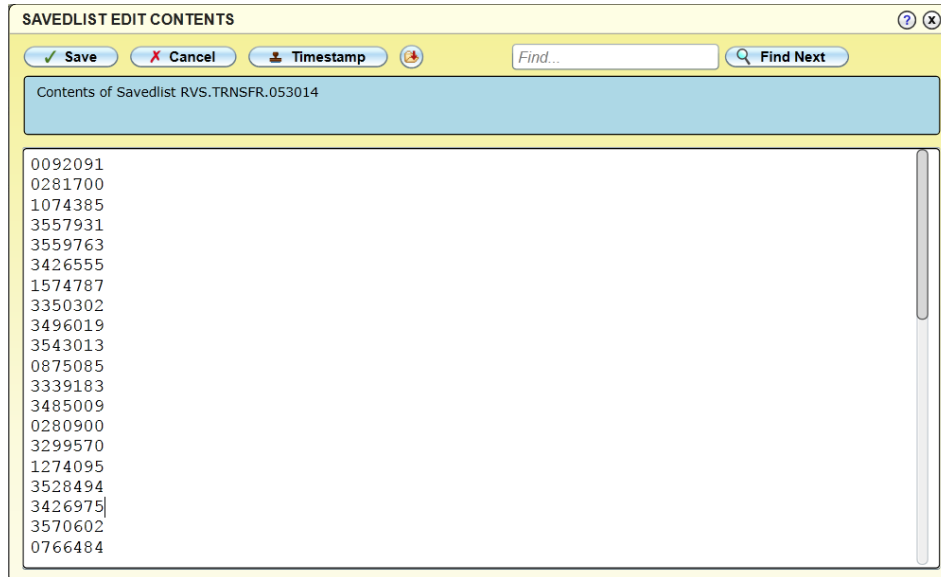
Your list now displays. Notice the record count. Make sure the number of records is correct, then save and update.

File   Options   Help   Auto-Close Context ▼   ✓ Save   ✓ Save All   ✗ Cancel   ✗✗ Cancel All

SLED - Savedlist Edit Contents

Savedlist Name : RVS.TRNSFR.053014

Record Count : 49

Savedlist Contents   Page 1 of 4

1	0092091
2	0281700
3	1074385
4	3557931
5	3559763
6	3426555
7	1574787
8	3350302
9	3496019
10	3543013
11	0875085
12	3339183
13	3485009
14	0280900
15	3299570
16	1274095
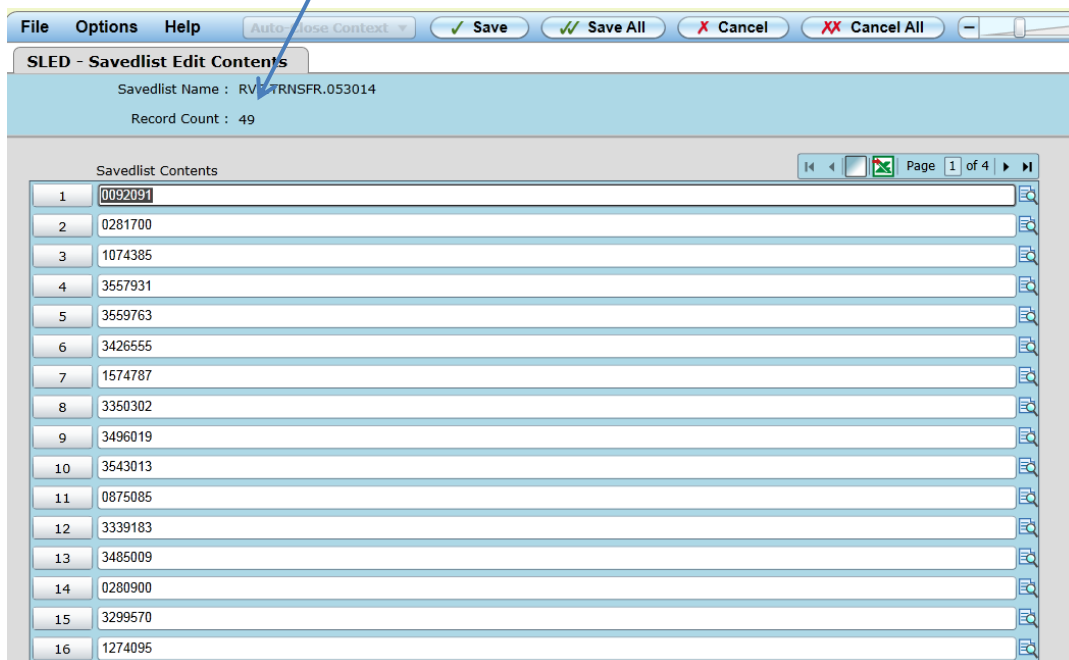
Setting Up Evaluation Defaults (AEDF)
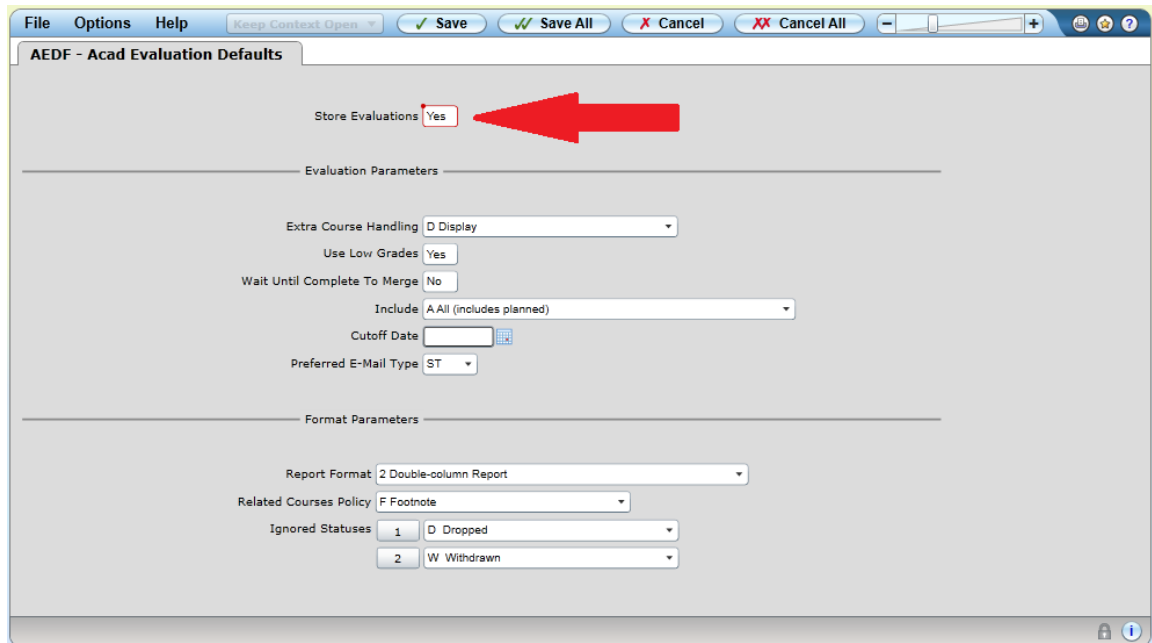
Step 1:

Enter "AEDF" into the search box:
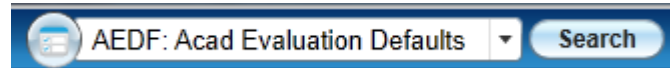
Step 2:

Change the indicator for the Store Evaluations field from "No" to "**Yes.**" NOTE: This change should be made in consultation with your Colleague System Administrator.

Proposed Program (BPRP) Steps

Step 1:
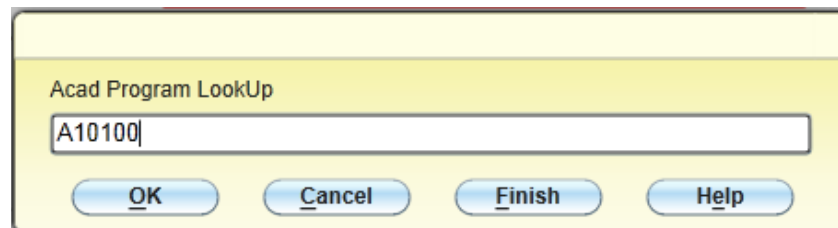
Enter "BPRP" into the search box:

Step 2:

Enter "A10100" (the program code for the Associate in Arts program) into the Acad Program
LookUp box:

A list of catalog years for that program code will appear.

Step 3:

Select the catalog year against which you wish to evaluate your reverse transfer students:

#	Catalog ID	Description
1	2014	2014 - 2015 Catalog Year
2	2013	2013 - 2014 Catalog Year
3	2012	2012 - 2013 Catalog Year
4	2011	2011 - 2012 Catalog
5	2010	2010 - 2011 Catalog Year
6	2009	2009 - 2010 Catalog Year
7	2008	2008 - 2009 Catalog Year
8	2007	2007 - 2008 Catalog Year
9	2006	2006 - 2007 Catalog Year
10	2005	2005 - 2006 Catalog Year
11	2004	2004 - 2005 Catalog Year
12	2003	2003 - 2004 Catalog Year
13	2002	2002 -2003 Catalog Year
14	2001	2001 - 2002 Catalog Year
15	2000	2000 - 2001 Catalog Year
16	1999	1999 - 2000 Catalog Year
17	1998	1998 - 1999 Catalog Year
18	1997	1997 - 1998 Catalog Year

Step 4:

Enter the name of your Saved List into the Saved List Name field:

Step 5:
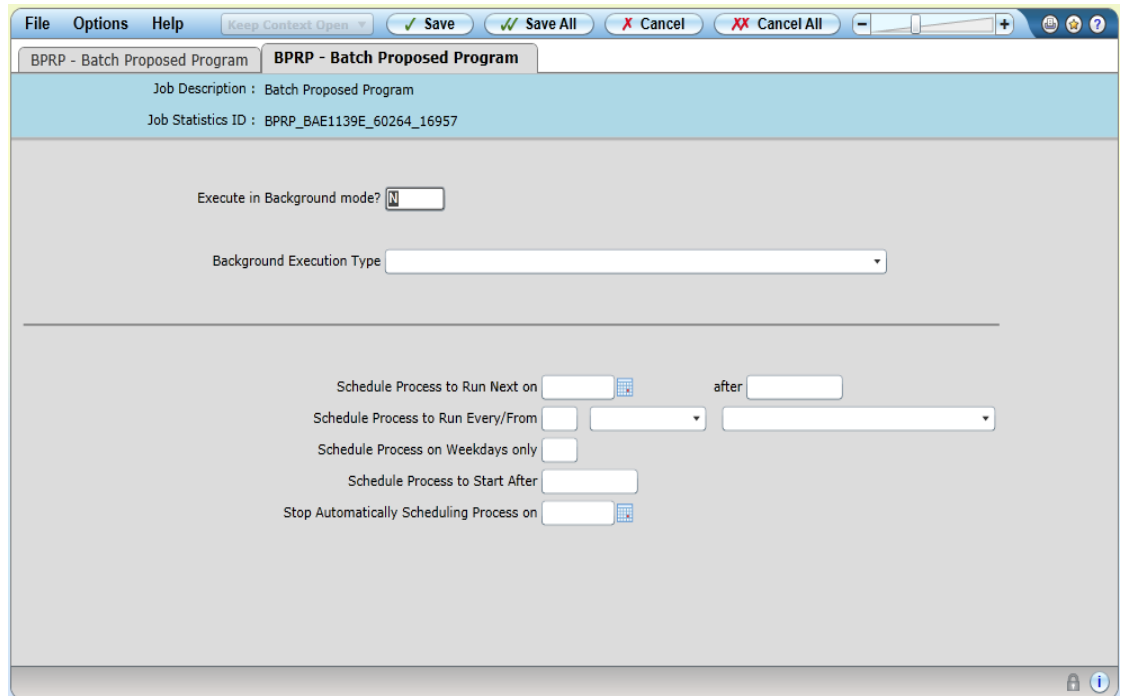
Save and Update.

Step 6:

Change the Output Device from "P" to "H" for "Hold/Browse File Output":

Step 7:

Save and Update.

The batch degree audit process will run for each student in the Saved List. Depending on the size of your list, this may take a few minutes. When the process has completed, you will have a program evaluation for each student. **You may close out these evaluations; they do not need to be saved or printed.**

Creating and Running Missing Credits Reports

This report details the course and credit requirements the student is lacking from the given program. The first three columns list the student's name and ID. The fourth column displays the program code. Take note of the program listed, as the report sometimes returns requirements for several programs for the same student. The final three columns should be read together. The first column will indicate the action – either take X more CREDITS or take X more COURSES. The next column gives you that number. The final column indicates which requirement the student needs. For example, in the screenshot above, Sneezy Gesundheit needs 3 more credits from Group 2 of Sub requirement 3: Humanities/Fine Arts within Requirement 1: General Education Requirements.

Step 1: Build the Missing Credit Report in Informer:

Home	Reports	ST DRBW Using TEST data and a savedlist, Count student credits/courses needed for graduation in a certain program

REPORT TEMPLATE	DATA	USER SETTINGS	SCHEDULES	LIVE EXCELS

ST DRBW Using TEST data and a savedlist, Count student credits/courses needed for graduation in a certain program
Test Report
This report uses TEST data for the REVERSE TRANSFER GRANT TRAINING. It uses a savedlist of student ids and counts the number of classes and credits needed for a student to graduate in a cetain program. This report looks at 'stored' data created when BEVL is run for a student and program.

Overview

Title	ST DRBW Using TEST data and a savedlist, Count student credits/courses needed for graduation in a certain program
Description	This report uses TEST data for the REVERSE TRANSFER GRANT TRAINING. It uses a savedlist of student ids and counts the number of classes and credits needed for a student to graduate in a cetain program. This report looks at 'stored' data created when BEVL is run for a student and program.
Datasource	Test
Mapping	DA.REM.BLOCK.WORK
Select Filter	Select Select Select TCL/ECL: GET.LIST <<Enter Savedlist Name of Student Ids>> from STUDENTS returning Stu Student Programs Id from DA.EVAL.WORK returning Daev Da Block Work from DA.BLOCK.WORK returning Dablk Da Rem Block Work and Darem Action Code exactly matches 'C,CR,CO,CF' (ignore case)
Columns	Student ID, First Name, Last Name, Program, Action, Darem Action Code, Darem Count, # of Courses or Credits Needed, Requirements
Sorts	Student ID, Program
Groups	Student ID
Normalize	None
PDF Template	System default
Tags	ST-GRD EVAL Work File
Sharing	Protected
Limit Result Count	(none)

Formatting Sample

Student ID	First Name	Last Name	Program	Action	# of Courses or Credits Needed
Student ID	First Name	Last Name	Program	Action	1
Student ID	First Name	Last Name	Program	Action	1
Student ID	First Name	Last Name	Program	Action	1
Student ID	First Name	Last Name	Program	Action	1
Student ID	First Name	Last Name	Program	Action	1

The above report details the course and credit requirements the student is lacking from the given program. The first three columns list the student's name and ID. The fourth column displays the program code. **Take note of the program listed**, as the report sometimes returns requirements for several programs for the same student. The final three columns should be read together. The first column will indicate the action – either take X more CREDITS or take X more COURSES. The next column gives you that number. The final column indicates which requirement the student needs. For example, in the screenshot above, Sneezy Gesundheit needs 3 more credits from Group 2 of Sub requirement 3: Humanities/Fine Arts within Requirement 1: General Education Requirements.

Step 2: Enter the reverse transfer Saved List Name into the data entry field and click "Launch Report":

ST DRBW Using TEST data and a savedlist, Count student credits/courses needed for graduation in a certain program

Report Results
This report uses TEST data for the REVERSE TRANSFER GRANT TRAINING. It uses a savedlist of student ids and counts the number of classes and credits needed for a student to graduate in a cetain program. This report looks at 'stored' data created when BEVL is run for a student and program.

Export Re

▾ Runtime Parameters

Enter Savedlist Name of Student Ids * | BAE1139E.CWID |

Launch Report

Report Results

🔄 Refresh   ☐ Clear Filter   📋 Aggregate Options   ☐ Summary Only | Drag columns here to group

Groups: Student ID ▲ ⊖

Student ID ▲	First Name	Last Name	Program ▲	Action	# of Courses or Credits Needed	Requirements
⊟ Student ID: 3073920 (3 items)						
3073920	Sneezy	Gesundheit	A10100	CR (Take x more credit(s))	3	Group 2 of (S3: Humanities/Fine Arts) of (R1: GENED.A10100.2010 / General Education Requirem
3073920	Sneezy	Gesundheit	A10100	CR (Take x more credit(s))	4	Group 1 of (S5: Natural Sciences) of (R1: GENED.A10100.2010 / General Education Requirements
3073920	Sneezy	Gesundheit	A10100	CR (Take x more credit(s))	8	Group 1 of (S2: Premajor/Bilat Elect) of (R2: MAJOR.A10100.2010 / Major Requirements)

Refresh   Display Paged First Previous **Page 1 of 1** Next La

⊞ Student ID: 3518046 (1 item)

⊞ Student ID: 3605820 (1 item)

⊞ Student ID: 3670355 (2 items)

⊞ Student ID: 3730640 (7 items)

⊞ Student ID: 3835248 (6 items)

⊞ Student ID: 3845046 (12 items)

Step 3: Export the file to .pdf:

Title: ST DRBW Using TEST data and a savedlist, Count student credits/courses needed for graduation in a certain program

Launched by: Amy Bruining	This report is confidential and not to be distributed.	Printed on Feb 20, 2014 at 11:09 AM

3073920

Student ID	First Name	Last Name	Program	Action	# of Courses or Credits Needed	Requirements
3073920	Sneezy	Gesundheit	A10100	CR (Take x more credit(s))	3	Group 2 of (S3: Humanities/Fine Arts) of (R1: GENED.A10100.2010 / General Education Requirements)
3073920	Sneezy	Gesundheit	A10100	CR (Take x more credit(s))	4	Group 1 of (S5: Natural Sciences) of (R1: GENED.A10100.2010 / General Education Requirements)
3073920	Sneezy	Gesundheit	A10100	CR (Take x more credit(s))	8	Group 1 of (S2: Premajor/Bilat Elect) of (R2: MAJOR.A10100.2010 / Major Requirements)

Number of Records: 32

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Page 1 of 7

Reviewing Transcripts and Processing Transfer Credits
Step 1:

For each student, compare the transcript from UNC-GA to the Missing Credits Report to determine which students have potentially met all course requirements:

<table>
<tr><td colspan="6" align="center">Reverse Transfer Transcript Report</td></tr>
<tr><td colspan="3">Date: 08/13/2013</td><td colspan="3" align="right">Page: 1 of 1</td></tr>
<tr><td colspan="6">*Note: All identifying information for student and sending institution on top of first page*</td></tr>
<tr><td colspan="2">Sneezy Gesundheit</td><td>SSN: xxx-xx-xxxx</td><td colspan="3">Institution: Appalachian State University</td></tr>
<tr><td colspan="2">1234 anywhere St.</td><td>birth: mm-dd-yyyy</td><td colspan="3">FICE Code:</td></tr>
<tr><td colspan="2">Apt #</td><td>Previous Name: Smithsonian</td><td colspan="3">Term Used: Term Name?</td></tr>
<tr><td colspan="2">Anytown, NC 12345</td><td>Military Status:</td><td colspan="3">Admitted Term: Term Code?</td></tr>
<tr><td colspan="2">Country:</td><td>Military Benefits:</td><td colspan="3">Cumm. GPA: 2.67</td></tr>
<tr><td colspan="2">Email: jdoe@college.edu</td><td>HS Name: Independence High School</td><td colspan="3">HS Code: High School CEEB code</td></tr>
<tr><td colspan="2">Phone: (###)###-####</td><td>HS Grad Date: mm/dd/yyyy</td><td colspan="3">Number of Times Sent: (includes this iteration) 1</td></tr>
</table>

Note: Only credits below this line – include following header on all pages:

Term	Course	Title/Comments	Grd	HRS	Course Dates	CC Course	CC Course	CC Course
2010FA	PSY-120	General Psychology	C	4.0	08/17/2010-12/15/2010	PSY-120		
2010FA	ART-201	Art Introduction	B	3.0	08/17/2010-12/15/2010	ART-111		
2010FA	AST-1000	Astronomy - Solar	B	3.0	08/17/2010-12/15/2010	AST-110		
2011SP	BIO-2001	Intro to Zoology	C	3.0	01/15/2011-05/10/2011	BIO-210	BIO-211	BIO-168

Other Credits:

Term	Course	Title/Comments	Grd	HRS	Course Dates	Institution/comments

Note: Any transfers, credit by exam, etc., should be listed here. Include transfer institution name or have comments section?

	HIS-1101	World Civilization I	X	3.0		IB Credit
	BIO-1101	Biology	X	3.0		AP Credit
2008SP	PED-1101	Rock Climbing	B	1.0	01/07/2008-03/15/2008	Transfer York Technical college

Step 2:

Enter in Colleague the transfer credit for the potential graduates using the equivalencies and/or processes used at your institution.

Frequently Asked Questions (FAQ) - Process the File for Potential Graduates

- ***Do community colleges have to transfer in the course equivalencies that appear on the UNC-GA transcript?***
  No, the equivalencies on the UNC-GA transcript are suggestions only. Colleges may use the equivalencies on the transcript or transfer in coursework as they deem appropriate.

- ***How were the course equivalencies determined?***
  Each pilot community college submitted data regarding what transfer equivalencies had been awarded at their school. This data was compiled into a combined course equivalency table that included equivalencies for each UNC university from all pilot community colleges. The equivalencies were reviewed by representatives from each pilot community college at a work session in February 2014. The group made some modifications and then adopted the equivalencies that appear on the UNC-GA transcripts.

- ***Why do I need to consult my Colleague System Administrator before changing the setting on the "AEDF" screen?***
  Once the "AEDF" screen has been set to store evaluations, it stores every program evaluation that is run in Colleague or WebAdvisor. The Colleague System Administrator needs to be aware of this to ensure that there is ample storage space for these evaluation work files.

Graduating Your Students

Institutional Process to Graduate Students

Step 1:

Create a new Saved List that includes only the student IDs of your potential graduates using the process described earlier in this manual.

Step 2:

Run the new Saved List of student IDs through BPRP using the process described earlier in this manual.

Step 3:

Build the Potential Graduates Report in Informer:

Step 4:

Enter your new Saved List name in the appropriate box and click Launch Report:

ST DAEW From a savedlist of STUDENTS ids, List program evaluations
Report Results
Using a savedlist of STUDENT IDs. This report includes student program evaluation data that was
run through BEVL. Note: The data from this report is static (does not change). If the students
program evalaution data has changed, BEVL has to be run again to update the stored data.

▼Runtime Parameters

Enter savedlist of student ids   * | RVS.TRNSFR.061714   × |

[Launch Report]

Step 5:

Review the report results to determine which students have evaluation statuses of "C" (Completed).
These will be your graduates.

Report Results

Student ID	First Name	Middle Name	Last Name	Program	Status ▲	Program Status	Current Program Status	Program Gpa	Requirements	Requirement Status	Requirement Hours	Id
3515720	Dopey		Gesundheit	A10100	C	C	A	2.727	General Education Requirements	C	44.00	351572
									Major Requirements	C	3.00	
											3.00	
											3.00	
											3.00	
											12.00	
											3.00	
											3.00	
											6.00	
											6.00	
											3.00	
											8.00	
											8.00	
											12.00	
											3.00	
											9.00	
											20.00	
											2.00	
											2.00	
											18.00	
											18.00	
3799186	Bashful		Gesundheit	A10100	I	I	A	3.003	General Education Requirements	C	44.00	379918
									Major Requirements	I	3.00	
											3.00	
											3.00	
											3.00	
											12.00	
											3.00	
											3.00	
											6.00	
											6.00	
											3.00	
											8.00	
											8.00	
											12.00	
											3.00	
											9.00	
											7.00	
											2.00	
											2.00	
											5.00	
											5.00	

Step 6:

Graduate the eligible students using the local processes used at your institution.

Frequently Asked Questions (FAQ)- Graduating Your Students

- ***In what term should I graduate my reverse transfer students?***

In general, it is recommended that you graduate your students in the term in which the UNC-GA data is received and per Southern Association of Colleges and Schools Commission on Colleges regulations the semester of evaluation and determination that degree requirements are met. For the first submission, this would be summer 2014, which allows the graduates to be reported with the summer CRPFA submission. For the future, data will be submitted to the community colleges each fall and spring semester by UNC-GA.

Check List: Steps at a Glance

- ☐ 1: Retrieve Data File from UNC-GA
- ☐ 2: Convert data to Student IDs
- ☐ 3: Create SAVED LIST using SLED and list of student IDs
- ☐ 4: Turn on Store Evaluations on AEDF
- ☐ 5: Run BPRP for Associate in Arts (A10100) or Associate in Science (A10400)
- ☐ 6: Run Missing Credits Report using Saved List
- ☐ 7: Export to PDF and Compare to Transcript
- ☐ 8: Add Transfer Credits to Colleague for students who appear to meet requirements
- ☐ 9: Revise Saved List to include only students for whom credits were transferred
- ☐ 10: Using new shorter list of students, run BPRP for A10100
- ☐ 11: Run Potential Graduates Reports (Query from Cape Fear CC)
- ☐ 12: Run processes to graduate student
- ☐ 13: Notify UNC-GA of expected number of graduates
- ☐ 14: Notify students via UNC-GA suggested email

Notifications to Students (Sample)

*CWID Template for Informing Students of Degree Eligibility

Dear @FIRST.NAME ,

We would like to take this opportunity to offer our congratulations on the successful completion of [Certificate/DEGREE NAME] awarded to you through the Reverse Transfer Program by {Community College.}

Completion of this degree demonstrates to employers the mastery of a specific skill set and dedication to your education. This is an academic achievement of which you should be proud. Your academic record has been updated to reflect this achievement and the degree is now part of your official [community college name] transcript.

Your degree will be posted as a part of your academic record for the [semester] as [date].

[Add college-specific information about order credentials and ceremony participation]
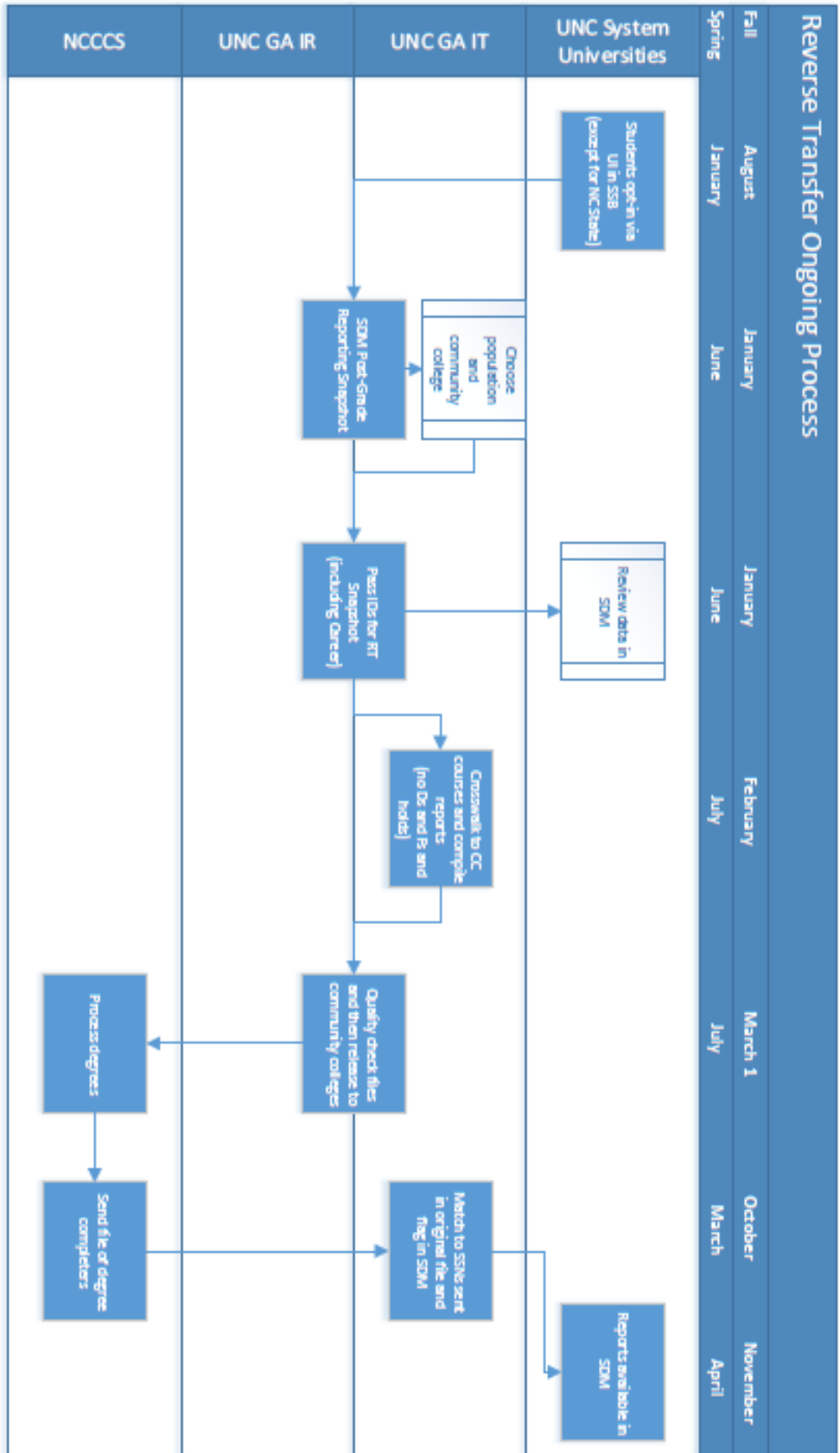
Sincerely,

Appendices:

Appendix 1: Reverse Transfer Process (Ongoing)

1. Students are opting in via the UI in SSB (except for NC State).
2. The population of students to be sent to the CCs will be decided by the following thresholds from a regular reporting snapshot (Post-grade for spring and fall): a. Between 50 and 90 credit hours. Potential modifications: i. If the student has over 90 credit hours but the number of times sent is 0 due to holds the student will be sent once.

b. Reverse Transfer Opt-in Flag is Y
c. Deceased Flag is N
d. 16 credit hours or more at a single community college (community college files and Credit Awarded Other) i. If the student does not have 16 credit hours or more from the community college files then aggregate by FICE for all participating community colleges the number of credits earned there. If any are 16 or more than that student qualifies.

e. Less than the Matriculation Term plus 5 years.

3. The remaining students will be run against the NCCCS file sent to UNC GA IRA to decide which community college the student will be sent to: a. 16 credit hours or more at a single participating community college. If tie
b. Most recent attended. If tie
c. Most credit hours. If tie
d. Randomly select.
e. If the student does not have a community college assigned through that process then look at Credit Awarded Other data using the same logic described above.

4. UNC GA will pass all of the PIDMs of these students through SDM for a Reverse Transfer snapshot.
5. Reports are made available to universities to review before being sent to CCs with the following parameter: a. No transcript holds.

6. Crosswalk UNC courses to CC courses and snapshot data compiled into reports for each CC: a. Summary PDF
b. CSV file
c. PDF for each student

7. Files sent to each CC.
8. Match SSNs in degree file from NCCCS against SSNs sent to CCs in original file. The students that match are assumed to have received their degrees through the Reverse Transfer program and are designated in the Reverse Transfer dataset.

Reverse Transfer Ongoing Process

	UNC System Universities	UNC GA IT	UNC GA IR	NCCCS
Fall / Spring **August / January**	Students opt-in via UI in SSB (except for NC State)			
January / June		Choose population and community college	SDM Post-Grade Reporting Snapshot	
January / June	Review data in SDM		Pass IDs for RT Snapshot (including Career)	
February / July		Crosswalk to CC courses and compile reports (no IDs and Ps and holds)		
March 1 / July		Quality check files and then release to community colleges		Process degrees
October / March		Match to SSNs sent in original file and flag in SDM		Send file of degree completers
November / April	Reports available in SDM			

Appendix 2 : Colleague and Informer Security

Colleague Security:
- SLED
- AEDF
- BPRP

Informer Security:
- Informer Report Access to Launch reports.
- Informer Report Access to Export report results.
- Files-
    STUDENTS FILE
    STU.ACAD.CRED
    DA.REM.BLOCK.WORK

NCCCS and UNC-GA would like to thank the following for their hard work on the Reverse Transfer Program in developing this manual and the tools for the evaluation processes, as well as many other contributions.

From Central Piedmont Community College
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Jason Temples, Research Analyst, Institutional Research
Kara Bosch, Director College Administrative Support Training

From University of North Carolina General Administration
Elizabeth M. Reilley, Data Warehouse Coordinator
E. Michelle Blackwell, Director of Reverse Transfer