REVERSE TRANSFER MADE EASY

COLUMBUS STATE COMMUNITY COLLEGE

Tina Pickering  Coordinator of Reverse Transfer/Transcript Evaluator Specialist
Sarah Lutz  Program Coordinator of Curriculum Management
Rachel Fowler  Graduation Coordinator

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Ohio’s Credit When It’s Due (CWID) initiative started in 2013 to assist eligible students with obtaining an associate degree through collaboration between Ohio’s public institutions. CWID emphasizes degree attainment for students that have some college experience but no degree by offering a pathway to an associate degree. Students can benefit by earning an associate degree while working toward a baccalaureate degree, or by earning a degree with college credit earned at a two-year college attended previously. All of Ohio’s 23 community colleges and 13 universities participate in the Credit When It’s Due initiative, with more than 1,000 degrees already awarded by the end of 2014(1).

Increasing credential attainment in Ohio is one of the Department of Higher Education’s top priorities. The objectives of the Credit When It’s Due (CWID) initiative directly align with recommendations from the Complete College Ohio Task Force report. CWID provides Ohio’s two-year and four-year institutions the resources to award associate degrees to students who have completed the requisite course work, but have not received a degree(1). The Ohio State University is currently our largest partner.

The Lumina Foundation awarded the Ohio Board of Regents, (now the Ohio Department of Higher Education), a $500,000 Credit When It’s Due reverse transfer grant. Columbus State Community College graduated 48% of the reverse transfer students, which is the highest number of students, during the State of Ohio Credit When It’s Due grant period.

Columbus State entered into an agreement with the National Student Clearinghouse on August 17, 2016 to implement its nationwide reverse transfer process. Columbus State is the first community college in the State of Ohio to implement the National Student Clearinghouse reverse transfer process.

More information is available at:
- OhioHigherEd (Department of Higher Education)
- The Columbus Dispatch
COLUMBUS STATE COMMUNITY COLLEGE
AND THE OHIO STATE UNIVERSITY
CREDIT WHEN IT’S DUE/REVERSE TRANSFER TEAM MEMBERS

- Christi Harkins, OSU Program Coordinator-Degree Audit
- Tina Pickering, Coordinator of Reverse Transfer/Transcript Evaluator, Office of the Registrar
- Mary Whitt, Coordinator, University Transfer Center
- Sarah Lutz, Program Coordinator, Curriculum Management
- Rachel Fowler, Graduation Coordinator, Office of the Registrar
- Brenda Dembraski, Records Specialist, Office of the Registrar
- Regina L. Randall, Registrar, Office of the Registrar
- Allysen Todd, Dean, Arts and Sciences
CSCC Reverse Transfer Workflow

Transcripts Received - OOTR

Evaluate, post transfer credits, & add to spreadsheets (Reverse Transfer Coordinator in OOTR)

Spreadsheets w/CID # Forwarded-Degree Audit Run (Program Coordinator Degree Audit)

Grad. Req. Met = Yes

To OOTR to Update Degree Status (Program Coordinator for Graduation)

Updated transcripts/Univ. (Outgoing Transcript Specialist)

Grad. Req. Met = No

Spreadsheets w/CID # Forwarded-Degree Audit Run (Program Coordinator Degree Audit)

Forms Forwarded

Letter to Student (Transfer & Articulation Coordinator)

Grad. Req. Met = Yes

To Arts and Sciences For Review (Transfer & Articulation Coordinator)

To Academic Advisor(s) To Review for Course Substitution (Transfer & Articulation Coordinator)

Substitution Form Submitted for all Candidates (“Yes” or “No”)

To OAA to Approve Substitution (Dean of Arts & Sciences)
CSCC Four Key Steps of the CWID/Reverse Transfer Process

1. Evaluation of college transcripts
2. Run degree audit report
3. Course substitution, if applicable
4. Graduation
**Step 1. Evaluation of College Transcripts**

1. Once notified that a list of OSU Reverse Transfer students and a batch of Reverse Transfer transcripts have been sent by OSU, CSCC College Transcript Evaluator Team would import the XML Reverse Transfer transcripts, evaluate, and post transfer credits.

2. Add Reverse Transfer students to spreadsheets
   - Note, see slide 7.

3. Email Reverse Transfer Team Members

4. Review spreadsheet that list OSU Reverse Transfer students

5. Colleague- STAL Screen. Other Cohorts field, enter RTRAN.
CSCC Reverse Transfer Tracking Process

- Two Year College Report spreadsheet, see Excel spreadsheet
- List of Reverse Transfer Students spreadsheet
**Step 2. Run Degree Audit Reports - First Pass**

Three Degree Audit Batches are run for all students:

1. Active program(s)
2. ‘Whatif’ Associate of Arts
3. ‘Whatif’ Associate of Science
Students who have automatically fulfilled degree requirements are graduated!

****** ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET *****
**Step 3. Degree Audit Review by an Advisor**

- All degree audits of students who did not meet all requirements exclusively through credit transfer are reviewed by an academic advisor.

- Academic Advisor looks at all non-applied electives, applied course work, and transfer credit reports to determine if any courses can be applied toward requirements using the Ohio Transfer Module (OTM), or a petition to the Dean of Arts and Sciences.

- If the Academic Advisor can determine what major the student is pursuing, research is completed on that program using the home institution’s website. Exceptions can be justified using that information. (Example-History)

- A petition is written and will contain information regarding the student, their CSCC degree program, what graduation requirements remain, what exceptions are requested, and the petition decision.

- Once a petition is completed, it is forwarded to the Dean of Arts and Sciences for review and signed. Then it is forwarded to coordinator for posting.

- A letter is sent to student informing them of their eligibility for the degree.
All exceptions were made with courses from Ohio State that we have no direct equivalent for, but they met the spirit of the requirement for our degree and they met similar requirements at OSU in their general education.
RUN DEGREE AUDIT REPORTS - SECOND PASS

Approved exceptions are processed

<table>
<thead>
<tr>
<th>CSCC Course/Program Requirement</th>
<th>Credit Hours</th>
<th>Substitution/Exception Requested</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Hist Study React</td>
<td>3</td>
<td>Use HIST 8003 (HIST 2700) toward reqmt.</td>
<td>3</td>
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</table>

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting

- # | Code | Comment |
- 1 | RI   | AS Historical Studies Requirement: Apply HIST 8003 (OHIO ST. HISTORY 2700 Global Environmental History). This is a Reverse Transfer student. |
Run Degree Audit Reports - Second Pass

Students who have fulfilled degree requirements by exception are graduated!

******* ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET ******
Final Process...

Once all of the Reverse Transfer students degree audits are run and the Two Year College Report spreadsheet has been updated, Reverse Transfer students who have successfully completed all requirements are entered into the **Student Graduation Data** screen (SGRD) and graduated in the **Update Academic Credentials File** (UACF) screen.
SGRD - Student Graduation Data

Student Program: BMGT.BMGTT.AAS

Eligible for Commencement: Yes
End Program on Commencement Date: Yes
Student Program: BMGT.BMGTT.AAS
Graduation Term: 17AUCR Autumn Semester 2017
Will Pick Up Diploma: 
Diploma Mailing Address: 1
City/Zip: 
Country: 
Graduation Honors: 1
Degree Date: 12/15/2017
Degree Name: 
Phonetic Spelling of Name: 
Hometown: 
Attend Commencement: 
Include Name in Program: 
Commencement Site: 
Commencement Date/Time: 12/15/2017
Military Status: 
Primary Location: 
Requirements Complete: No
Completion Date: 12/15/2017
Degree Eval: 
Reunion Class: 
CDDs Date: 
Additional Info: 

Save  Save All  Cancel  Cancel All
No Active Context. Search for People or open Favorites to get started

UACF - Update Acad Credentials File

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<td>End</td>
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<tr>
<td>Completion Date</td>
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<tr>
<td>Acad Prgms Excl</td>
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<tr>
<td>Commence Sites Excl</td>
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<tr>
<td>Students</td>
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<td>Eligible for Commencement</td>
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<tr>
<td>Requirements Completed</td>
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<table>
<thead>
<tr>
<th>Additional Selection Criteria</th>
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TRANSCRIPTS EVALUATED AND NUMBER OF CSCC GRADUATES
SUMMER SEMESTER 2013 TO AUTUMN SEMESTER 2017

Reverse Transfer CSCC Graduates

Reverse Transfer Transcripts Evaluated

2013 2014 2015 2016 2017

346 189 77 245 187 574 386 146 470 440

Reverse Transfer CSCC Graduates
Reverse Transfer Transcripts Evaluated
QUESTIONS?