

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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HISTORY

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:

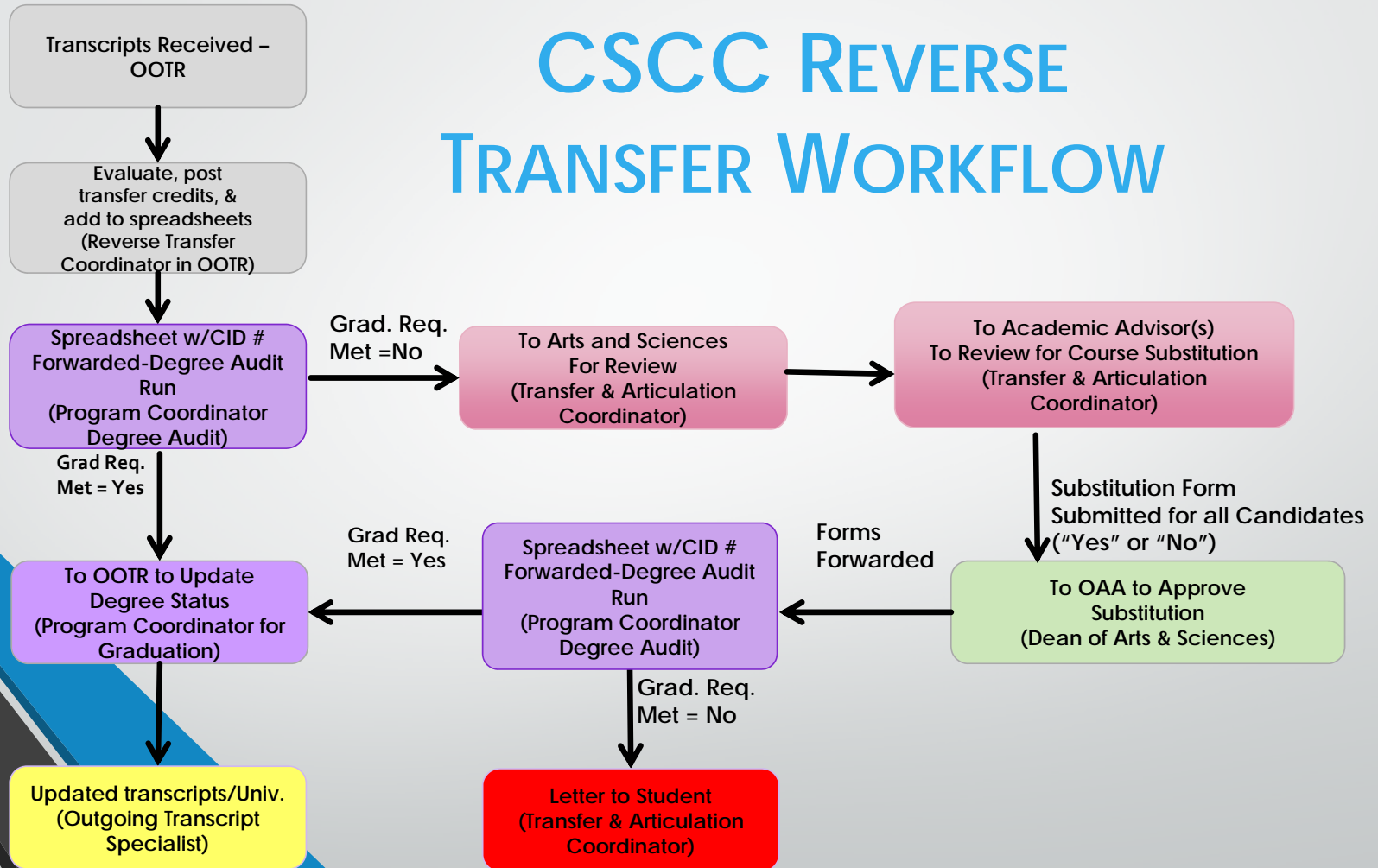
- [OhioHigherEd \(Department of Higher Education\)](#)
- [The Columbus Dispatch](#)



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




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.

Transcript Details 

Person ID [Set Complete](#)

Last event: Acknowledgment Sent - System Performed on 4/14/2017 11:12:17 AM [View Events](#)

General

Name:  Alternate Name: ,
SSN: DOB:
Address 1: Address 2:
E-mail: ERVIN.183@OSU.EDU Residency: -
Received From: The Ohio State University Date Received: 4/10/2017 8:42:00 PM
This is a Reverse Transfer Transcript

Transfer Credits

Organization Name	Organization IPED	Note Message
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Transfer Module

RAP Code	RAP Name	Conditions Met Code	Conditions Met Date
OTM	OHIO TRANSFER MODULE	Yes	2016-08-18

CSCC REVERSE TRANSFER TRACKING PROCESS

- Two Year College Report spreadsheet, see Excel spreadsheet
- List of Reverse Transfer Students spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	The Ohio State University													
2	CID	FirstName	MiddleName	LastName	AltNames	Degree Conferred from Transferred Institution	Institution Attended	Street	CITY	STATE	Zip	Date Evaluated	YR/TERM	Notes
3	1234567	Jane	Marie	Doe			OSU	1234 Reverse Transfer Way	Columbus	OH	43215	6/2/2017	17SP	

STAL SCREEN

STAL - Student Academic Level ☆

Save Save All Cancel Cancel All

Acad Level UGRD Undergraduate Level

Start Dt/End Dt 01/12/15

Acad Standing

Catalog 2015 2015-2016 Catalog

Start Term 15AUCR Autumn Semester 2015

Admit Status TR Transfer Student

Enroll Status

Class Level 2NDYR Second Year Student

Class Rank/Pct

Intended Load

Federal Cohort Other Cohorts Value 1/1 1 of 2

Other Cohorts 1 RTRAN Reverse Transfer Student 05/17/13 120713

Notes 1

Comments 1

Acad Programs

Catalog

Status

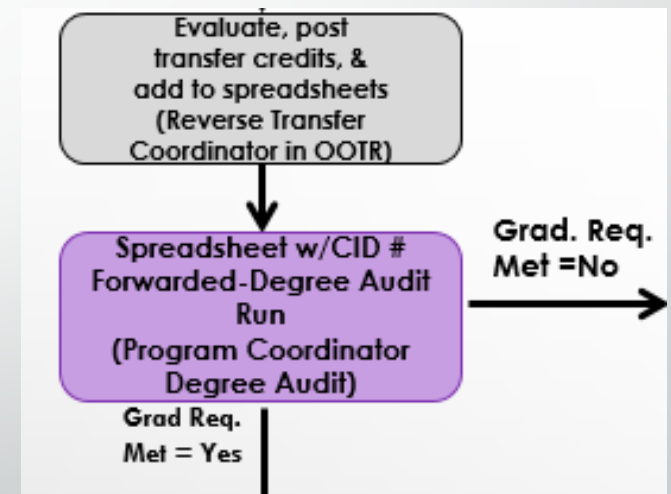
Status Dt

1	PREMBA.ICRT Marketin	2015	Active	05/06/15
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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



RUN DEGREE AUDIT REPORTS – FIRST PASS (CONT.)

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.

COLUMBUS STATE
COMMUNITY COLLEGE

Petition for Exception for Program Requirements for
REVERSE TRANSFER POPULATION

Student ID: [REDACTED]	CID #: [REDACTED]
Academic Program: AA	Graduate? <input checked="" type="radio"/> YES or <input type="radio"/> NO (Circle one. For "No" select reason below if applicable)
Notes:	<input type="checkbox"/> Missing between 0-15 credits applicable to a degree <input type="checkbox"/> Missing more than 15 credits applicable to a degree <input type="checkbox"/> Missing credits that typically do not articulate (e.g. capstone course, etc.) <input type="checkbox"/> Not in good academic standing <input type="checkbox"/> Outstanding financial obligations <input type="checkbox"/> Not in good disciplinary standing <input type="checkbox"/> Other, please describe.

CSCC Course/Program Requirement	Credit Hours	Substitution/Exception Requested	Credit Hours	Request Approved?
1. Nat Sci Req (non-lab)	3	Use PHYS 8001 (PHYS 1110) toward reat.	3	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. SBS - Addtl 9 hrs for TM	3	Use PHYS 8001 (PHYS 1110) toward reat. COMH 2201 K cr.	3	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Hist Study Rea	3	Use ECON 8005 (ECON 440) toward reat.	3	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Hist Study - Addtl 9 hrs for TM	3	Use ECON 8006 (ECON 4130) toward reat.	3	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. LCUPA - Addtl 9 hrs for TM	3	Use HUM 8003 (CompStd 2864H) toward reat.	3	Yes <input type="checkbox"/> No <input type="checkbox"/>

Routing of Petition (Please initial, date, and forward.)

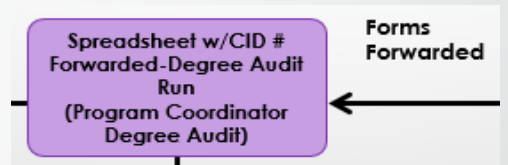
1. Initiation Academic Advisor <i>Sharish Whitt</i> Initials: <u>MW</u> Date of Petition: <u>3/28/2016</u>	2. Approval/Disapproval Academic Affairs Initials: <u>AJ</u> Date of Decision: <u>4-8-16</u>	3. DARS Processing Curriculum Management Initials: <u>eng</u> Date of Processing: <u>5-4-16</u>	4. Return Form Return Form To: Mary Whitt Arts & Sciences Advising UN 048K
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5-4-16 AA degree requirements met; notified graduation service - eng

9/29/14/mw

RUN DEGREE AUDIT REPORTS – SECOND PASS

Approved exceptions are processed



CSCC Course/Program Requirement	Credit Hours	Substitution/Exception Requested	Credit Hours
1. Hist Study Reat	3	Use HIST 8003 (HIST 2700) toward reamt.	3



Exceptions

Exceptions to requirements/subrequirements. Adding or deleting

[Add Exception](#)

#	Code	Comment
1	RI	AS Historical Studies Requirement: Apply HIST 8003 (OHIO ST: HISTORY 2700 Global Environmental History). This is a Reverse Transfer student.



✓ *****HISTORICAL STUDY*****

SP17	HIST8003	3.00	K	OHIO ST: HISTORY2700 GLOBAL ENV HIST
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RUN DEGREE AUDIT REPORTS – SECOND PASS

Students who have fulfilled degree requirements by exception are graduated!

******* ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET *******

GRADUATION

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.

COLUMBUS STATE
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SGRD: Student Graduation Data

Phone: Phone: Email: Birth Date: Birth Name: Where Used: APP, FOR, MAI, P... Social: Entry Date: 08/04/10

SGRD - Student Graduation Data

Student Program : BMGT.BMGT.AAS

Eligible for Commencement Yes Requirements Complete No

End Program on Commencement Date Yes Completion Date 12/15/2017

Student Program BMGT.BMGT.AAS Degree Eval

Graduation Term 17AUCR Autumn Semester 2017

Will Pick Up Diploma Reunion Class

Diploma Mailing Address 1

Cty/St/Zp OH

Country

Graduation Honors 1

Degree Date 12/15/2017 CCDs Date

Diploma Name

Phonetic Spelling of Name

Hometown

Attend Commencement Include Name in Program

Commencement Site

Commencement Date/Time 12/15/2017

Military Status

Primary Location

Additional Info



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

UACF - Update Acad Credentials File ☆

Save

Save All

Cancel

Cancel All

1 of 1

Non-Program Advisor Types t

No Values

Non-Program Advisor Types to End 1

Delete GRADUATES Records Yes

Update Mode No

Saved List Name

Begin

End

Degree Date

CCD Date

Completion Date

Acad Levels 1 2

Acad Pgms Incl 1 2

Acad Pgms Excl 1 2

Commence Sites Incl 1 2

Commence Sites Excl 1 2

Students 1 2

Eligible for Commencement

Requirements Completed

Additional Selection Criteria No

TRANSCRIPTS EVALUATED AND NUMBER OF CSCC GRADUATES SUMMER SEMESTER 2013 TO AUTUMN SEMESTER 2017



QUESTIONS?

