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

June 8, 2018

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.

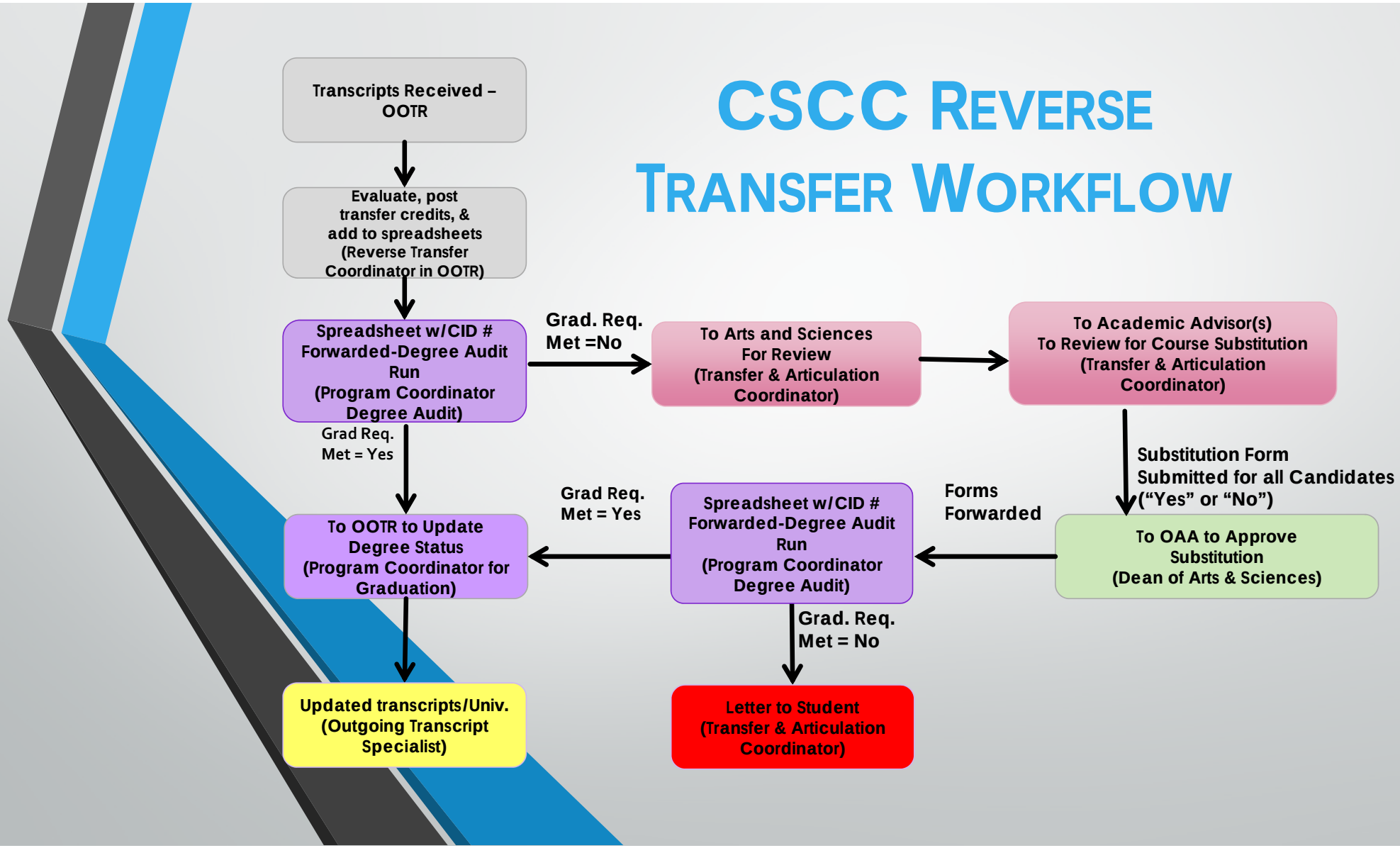
More information is available at:

- **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

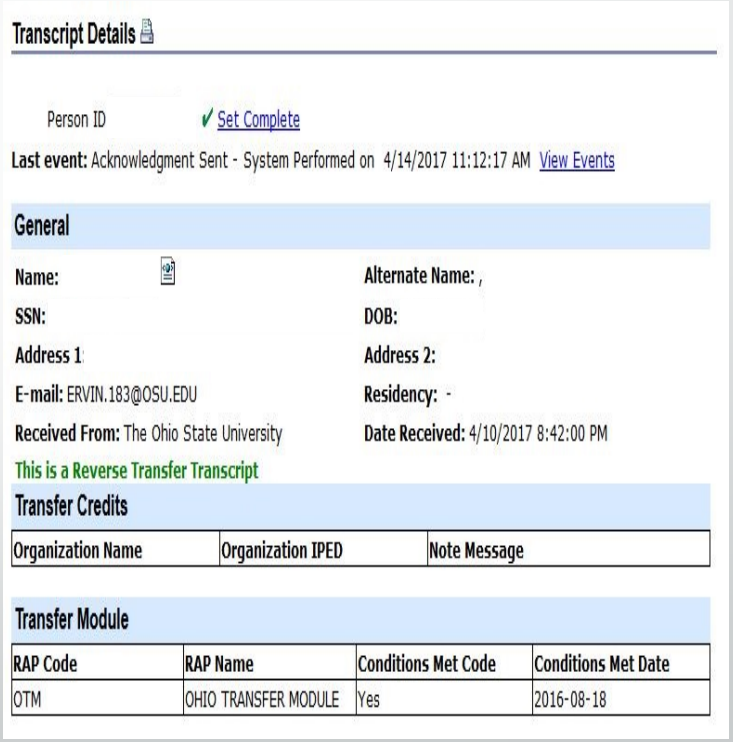


CSCC Four Key Steps of the CWID/Reverse Transfer Process

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

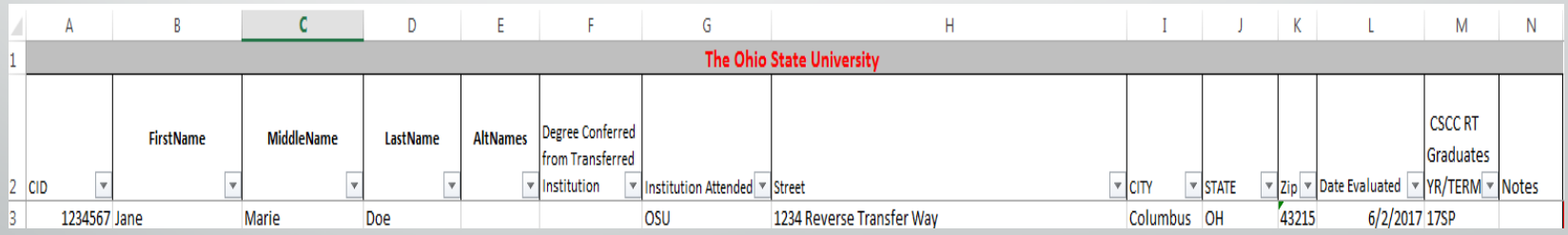
Organization Name	Organization IPED	Note Message

Transfer Module

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

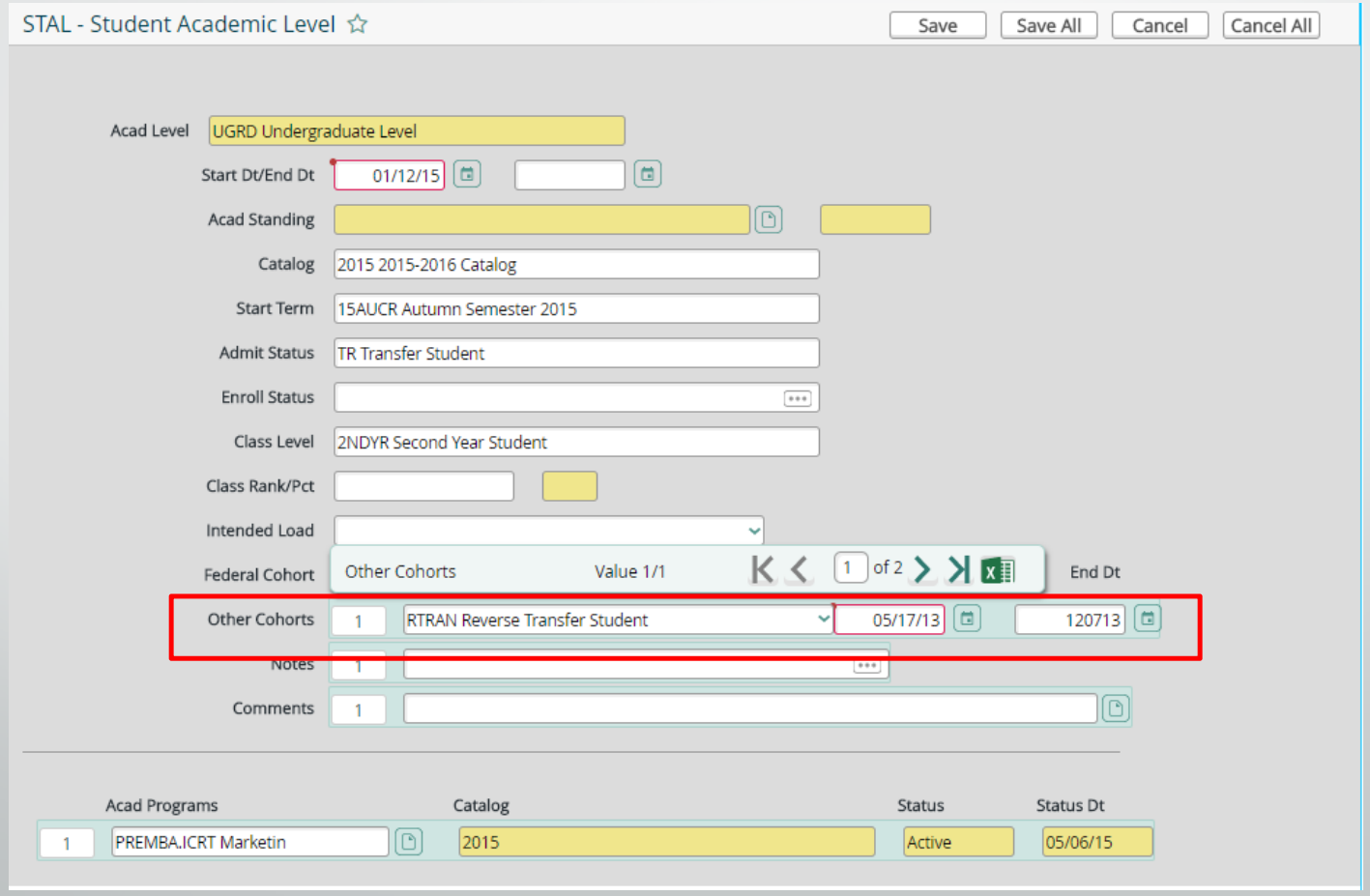
CSCC Reverse Transfer Tracking Process

- 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	CSCC RT Graduates YR/TERM	Notes
3	1234567	Jane	Marie	Doe			OSU	1234 Reverse Transfer Way	Columbus	OH	43215	6/2/2017	17SP	

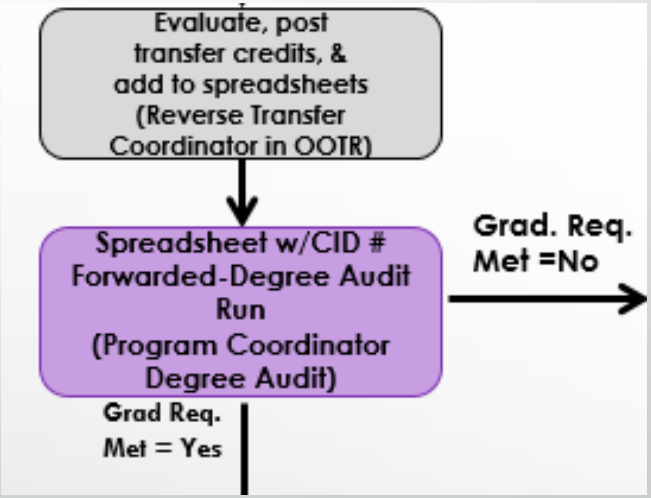
STAL Screen


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
End Dt
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

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.)

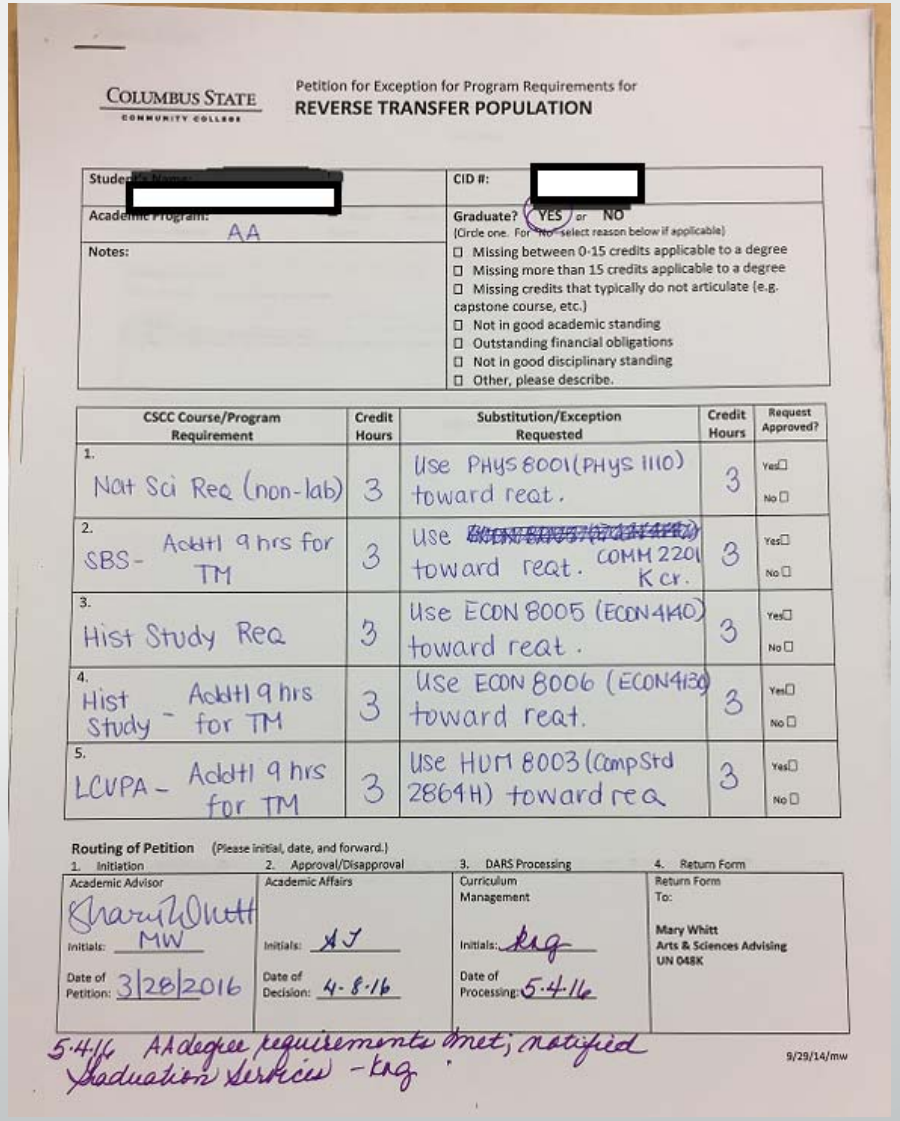
Students who have automatically fulfilled degree requirements are graduated!

****** 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 Name: [redacted]	CID #: [redacted]
Academic Program: AA	Graduate? YES or NO (Circle one. For "NO" select reason below if applicable) ☐ Missing between 0-15 credits applicable to a degree ☐ Missing more than 15 credits applicable to a degree ☐ Missing credits that typically do not articulate (e.g. capstone course, etc.) ☐ Not in good academic standing ☐ Outstanding financial obligations ☐ Not in good disciplinary standing ☐ Other, please describe.
Notes:	

	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 reqt.	3	Yes☐ No☐
2.	SBS - Addtl 9 hrs for TM	3	Use [illegible] toward reqt. COMM 2201 K cr.	3	Yes☐ No☐
3.	Hist Study Req	3	Use ECON 8005 (ECON 4140) toward reqt.	3	Yes☐ No☐
4.	Hist Study - Addtl 9 hrs for TM	3	Use ECON 8006 (ECON 4130) toward reqt.	3	Yes☐ No☐
5.	LCUPA - Addtl 9 hrs for TM	3	Use HUM 8003 (CompStd 2864H) toward req	3	Yes☐ No☐

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

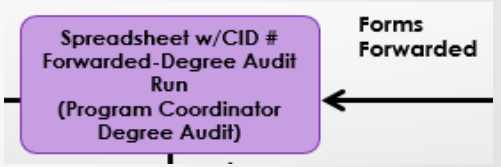
1. Initiation	2. Approval/Disapproval	3. DARS Processing	4. Return Form
Academic Advisor [signature] Initials: MW Date of Petition: 3/28/2016	Academic Affairs Initials: AJ Date of Decision: 4-8-16	Curriculum Management Initials: kag Date of Processing: 5-4-16	Return Form To: Mary Whitt Arts & Sciences Advising UN 048K

5-4-16 AA degree requirements met; notified Graduation Services - kag

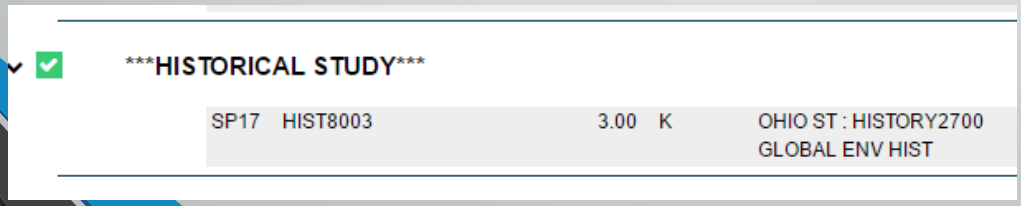
9/29/14/mw

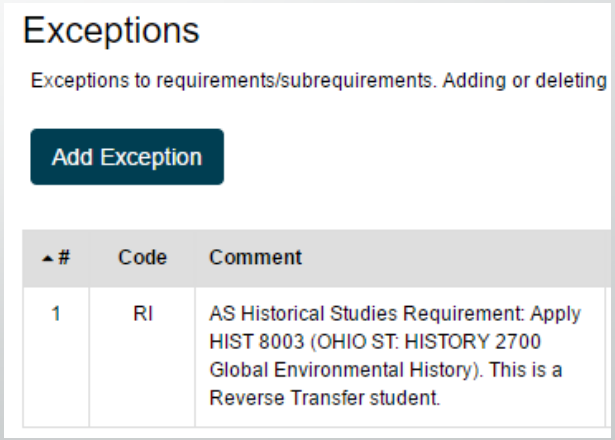
Run Degree Audit Reports – Second Pass

Approved exceptions are processed



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





Run Degree Audit Reports – Second Pass

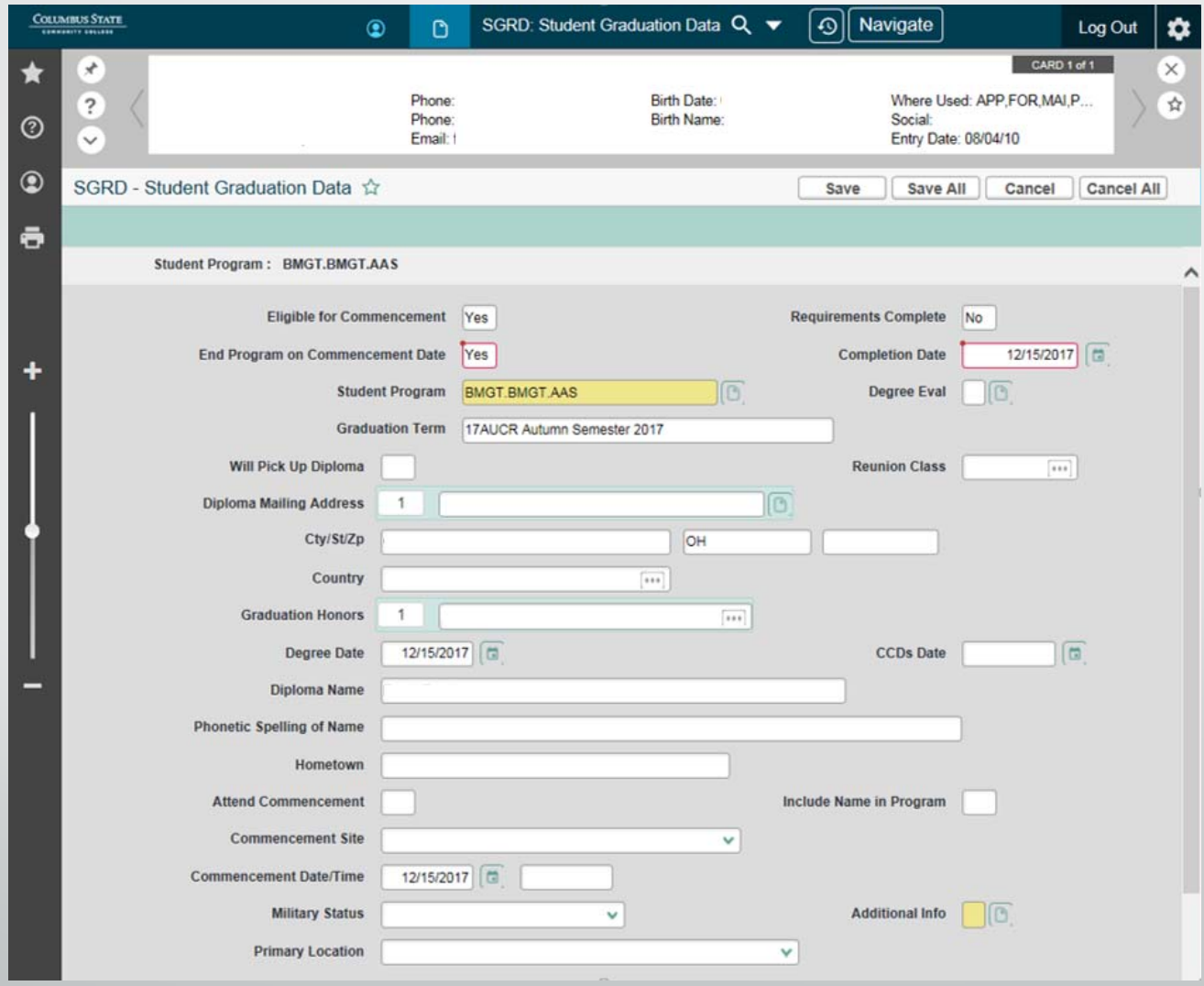
Students who have fulfilled degree requirements by exception are graduated!

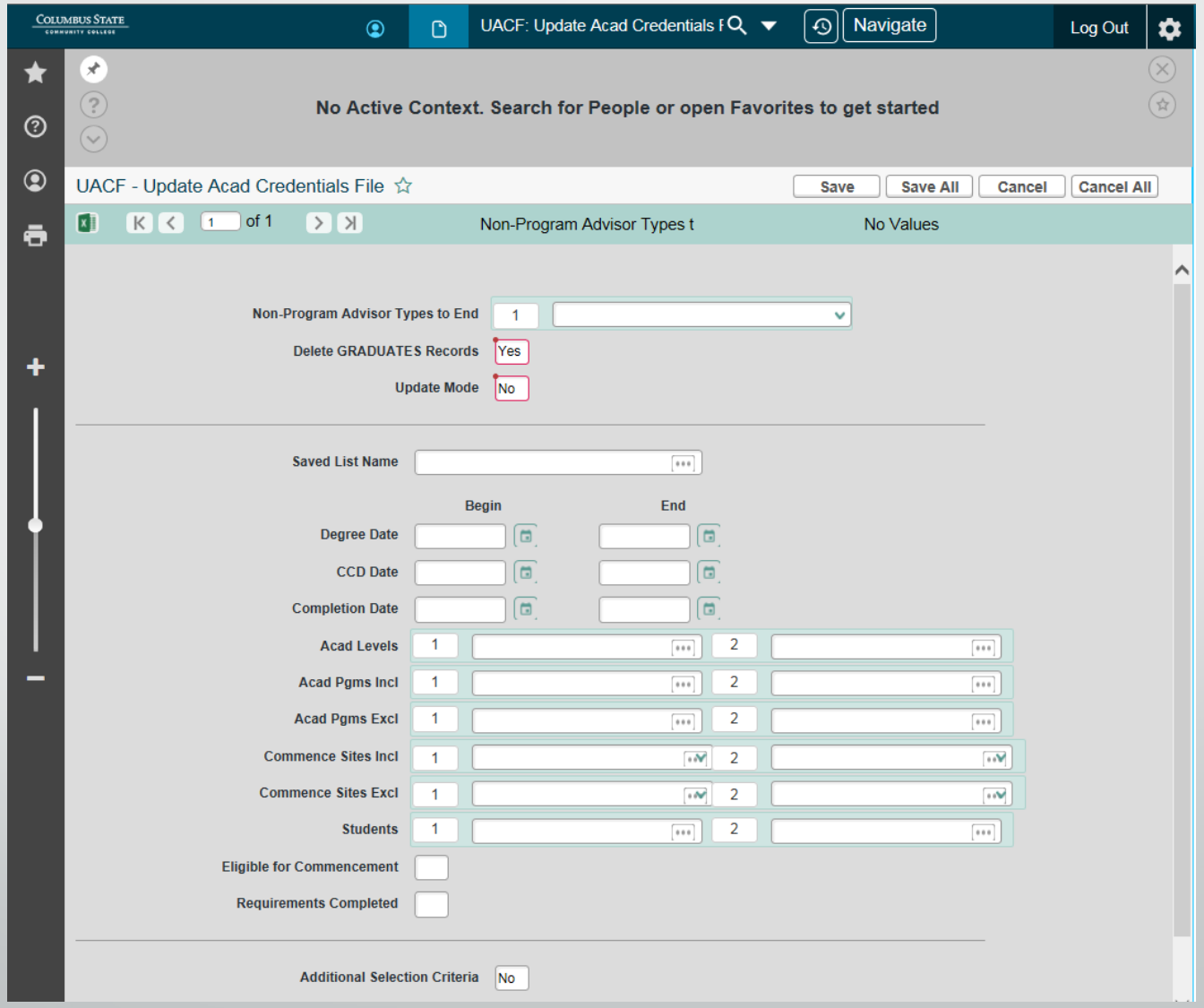
****** ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET *****

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
SGRD: Student Graduation Data
Navigate
Log Out
CARD 1 of 1
Phone:
Phone:
Email:
Birth Date:
Birth Name:
Where Used: APP,FOR,MAI,P...
Social:
Entry Date: 08/04/10
SGRD - Student Graduation Data
Save
Save All
Cancel
Cancel All
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
Additional Info
Primary Location


Columbus State Community College
UACF: Update Acad Credentials F
Navigate
Log Out
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
Delete GRADUATES Records
Yes
Update Mode
No
Saved List Name
Begin
End
Degree Date
CCD Date
Completion Date
Acad Levels
Acad Pgms Incl
Acad Pgms Excl
Commence Sites Incl
Commence Sites Excl
Students
Eligible for Commencement
Requirements Completed
Additional Selection Criteria
No

Transcripts Evaluated and Number of CSCC Graduates
Summer Semester 2013 to Autumn Semester 2017

Questions?