

KAUA'I COMMUNITY COLLEGE
Reverse Transfer

1. Purpose

To establish campus policies and procedures for awarding associate degrees under the University of Hawai'i Reverse Transfer Program.

2. References

UHCCP # 5.205 Notation of Academic Credentials

3. Policy

- A. Reverse transfer is the process of ascertaining if a student that originated from a University of Hawai'i Community College (UHCC) without completing an associate's degree, now at University of Hawai'i (UH) four-year campus, can meet the graduation requirements for an associate's degree at their original community college using credits earned at the four-year institution. The appropriate credits from the four-year institutions are automatically articulating back to the UHCC the student originated from and applied towards completion of an associate's degree.
- B. The UHCC System Office will determine which associate degree programs are eligible for awarding degrees using reverse transfer credits. They will also determine how credits posted to a student's four-year campus transcript earned from outside of the University of Hawai'i System will be applied to reverse transfer degrees.
- C. The UHCC System Office will establish the minimum number of credits that must be earned at the original UHCC before transfer to a four-year UH institution to make a student eligible for a reverse transfer associate degree award. For students who have earned credits from multiple UHCC campuses, the System Office will determine which UHCC campus shall be considered for awarding the reverse transfer credits and associate's degree. In most cases this should be the UHCC campus listed as a student's home institution at the time they transferred to a UH four-year institution, otherwise the UHCC where they earned the most credits.
- D. The University of Hawai'i STAR database will be the official record of student credits earned used for all UH degrees awarded, including those awarded using reverse transfer. Each semester, the STAR system will automatically determine which four-year campus students are eligible for an associate's degree at their original home institution using reverse transfer. A list of eligible degree candidates will be sent to the UHCC registrar.
- E. The registrar will, with assistance from the vice chancellor for academic affairs, vice chancellor for student affairs, and academic counselors, as appropriate, confirm that the students on the list have met the requirements for an associate's degree. The registrar

will notify the VCAA, STAR administrator and UHCC System Office which students on the list were confirmed for degrees and which were not, with the reason.

- F. In accordance with UHCCP 5.205, the registrar will notify students that they have been confirmed for a degree and give them the opportunity to opt-out of having their degrees posted to their permanent records. Otherwise the registrar will post the degrees to the students' records.
- G. Under UHCCP 5.205, students may be offered the opportunity to participate in the commencement ceremony and/or receive a diploma identifying the degree. If applicable, the students will pay a fee as established by the college for commencement and diploma, and abide by college deadlines for participating in the ceremony.
- H. It is the policy of Kaua'i Community College in the awarding of reverse transfer degrees that if a student has met the general education requirements of the UH four-year institutions in which they are enrolled, they will have met the general education requirements for the associate's degree awarded by Kaua'i Community College.