

**I. Overview**

The purpose of this procedure is to outline the process for students to receive reverse transfer credit. This reverse transfer credit procedure allows students to transfer credit back to UACCB from another Arkansas public 2-year or 4-year college and university to satisfy remaining requirements to complete an Associate Degree or Technical Certificate.

**II. Practice****Identification of Reverse Transfer Candidates and Eligibility:**

The University of Arkansas Community College at Batesville will acquire lists of students eligible for reverse transfer the following ways:

1.
  - (a) Student tracker lists generated through the National Student Clearinghouse; **or**
  - (b) Lists of potentially eligible students provided by other Arkansas public 2-year or 4-year colleges or universities; **or**
  - (c) Lists provided by the Arkansas Department of Higher Education; **or**
  - (d) Any new delivery system developed in accordance with the appropriate institution, coordinating, or governing body.
2. In addition, all students eligible for reverse transfer must have satisfied the following:
  - (a) Complete any remaining requirements for graduation per Operating Procedure 570.0; **and**
  - (b) Reverse transfer credit to be received must align with existing standards for evaluation and transcribing set forth by Operating Procedure 575.0.

**Submission of Documents and Consent to Participate:**

To complete the reverse transfer process, students must submit the following information to the Records Office prior to consideration:

- An official transcript for all college work being reviewed;
- Written consent or confirmation of participation in the reverse transfer process.

**III. Clarifying Points**

1. The window of time a student can be eligible for reverse transfer credit is limited to the same duration they are eligible for catalog privilege for graduation. Typically, this timeframe is five years. See Operating Procedure 570.0 for additional information.