

## Frequently Asked Questions

### **What is “reverse transfer?”**

Reverse transfer is the process of transferring university credits back to a community college for the purpose of fulfilling associate’s degree requirements. For students who have attended a college in the Alabama Community College System, and transferred to a university without first completing an associate’s degree, coursework can be transferred backwards (or in reverse) from a participating university.

### **What is the “degree-granting institution?”**

The institution that will award the reverse transfer student their associate’s degree is referred to as the “degree-granting institution,” and will count the student in its annual graduation report.

### **What is the “host institution?”**

The “host institution” is the university the student is attending or did attend, which transfers credits back to the degree-granting College.

### **Am I eligible for the Reverse Transfer initiative?**

The Reverse Transfer initiative applies to students who do not yet have an associate’s degree (or higher), and who meet the following criteria:

- Earned at least 25% of the credit hours required for their degree from a member institution in the Alabama Community College System.
- Earned at least 3 semester credit hours from the four-year institution.
- Adhere to all policies and guidelines related to student admissions and transfer at both the four-year institutions and ACCS colleges

### **Do students need to complete at least 25% of the degree-applicable credit hours in total (at any number of community colleges) or is it 25% at one community college?**

A student must complete 25% of the degree-applicable credit hours at one community college.

### **Would the credit hours counted for the 25% need to be those accepted for transfer?**

Yes. These cannot be developmental/remedial or non-degree qualifying elective. These must be degree-applicable credits.

### **What does the Reverse Transfer process cost?**

There is no cost for participating in reverse transfer. If you meet the eligibility criteria, our university will exchange your transcript information through the National Student Clearinghouse free of charge. If you wish to receive a printed diploma or to participate in graduation ceremonies there may be a cost and the community college will inform you of the cost.

### **I'm already enrolled in a bachelor's degree program – why should I get my associate's degree?**

- The associate's degree is a marketable credential and an important milestone in your education. Employer's value to associate's degree as evidence of your commitment to expanding your knowledge and achieving your longer-term educational goals. Students who have an associate's degree may be eligible for better job opportunities and/or internships, and in some cases higher wages.
- The associate's degree is the nation's fastest growing work credential; employers recognize its value when recruiting and hiring. Having an associate's degree can help you stand out while pursuing job opportunities and internships while you finish up your bachelor's degree.
- More importantly, if your university enrollment is interrupted for any reason, you will already have a college degree-your associate's degree. The associate's degree is a form of "insurance" should life events delay your completion of a bachelor's degree, and it can make a difference in your long-term success. Above all, you have earned it! You should get the recognition for the degree you worked so hard to earn.

### **How does Reverse Transfer work?**

Reverse transfer is semi-automated process-participating universities identify potentially eligible students two to three times a year.

Students:

- Agree to participate and release university records to community colleges.
- Meet eligibility requirements.
- Earn a total of 60 credits required for an associate degree.

The University will:

- Send your records to the appropriate community colleges.

The Community College will:

- Evaluate your credits from the university and inform you if you have earned enough hours to be awarded an associate's degree.

### **Who do I contact if I have questions about the Reverse Transfer initiative?**

Registrar's Office, Palmer Hall  
Email: [registrar@montevallo.edu](mailto:registrar@montevallo.edu)  
Phone: 205-665-6040

### **Do I have to participate in reverse transfer?**

No. You will be given the option to participate (decline to share transcript information and/or be awarded the degree). However, before you make that decision, please review the benefits and you may want to consult with your academic advisor.

### **Must I participate in graduation back at the degree granting institution?**

No. If you would like to participate in the associate's degree graduation ceremonies, you can, but it is not required. You are encouraged to participate in the ceremonies to mark this important milestone in your academic career; however, if you do not attend graduation, your diploma will be mailed to you.

### **What if I want to participate in graduation?**

Participating in commencement would necessitate that you purchase or rent a cap, gown and diploma cover with or at your prior institution. The degree granting institution can provide information about graduation ceremonies and cap and gown rental/purchase.

### **What if I do not want my associate's degree?**

If you are eligible for, but do not want, an associate's degree, you choose not to participate. No degrees will be conferred without permission from the individual student. All eligible students are contacted-students can opt out at that time.

### **Do I have to re-enroll in my previous school?**

No. The reverse transfer process does not require you to re-enroll at the associate's degree granting institution. The aim of the Reverse Transfer initiative is for you to use what you already have completed towards an associate's degree.

### **What degrees can be obtained through the Reverse Transfer Initiative?**

Typical degrees included the Associate in Arts (AA) degree, the Associate in Science (AS) degree, or the Associates in Applied Science (AAS) degree. The degree awarded is dependent upon the student's coursework completed to date. Your transcripts will be reviewed by a Reverse Transfer Specialist to determine which degree matches up best with the courses you have completed.

**Is an associate's degree obtained through the Reverse Transfer initiative different from any other associate's degree?**

No. Typical degrees include the Associate in Arts (AA) degree, the Associate in Science (AS), and the Associate in Applied Science (AAS) degree, dependent upon the student's coursework completed to date.

**What if I did not complete all the required course work for my associate's degree?**

Like any other associate's degree candidate, students must fulfill all the degree competencies and requirements. Students lacking degree requirements would not be awarded an associate's degree, but would have the opportunity to complete any remaining associate's degree requirements should they chose to do so.

**Will earning an associate's degree impact my eligibility for financial aid, scholarships and/or military benefits?**

Earning an associate's degree will not impact your eligibility for state or federal financial aid or military educational benefits while you are enrolled at a university and pursuing a bachelor's degree. If you are receiving private scholarship money, please check with the awarding organization to ensure that earning an associate's degree will not render you ineligible for your specific scholarship.

**What if I have outstanding fees at my current or previous college?**

A student must be in good financial standing at both the participating community college and the university in order to take part in the reverse transfer. Students are strongly encouraged to resolve outstanding fees at current or previous institution(s) to ensure consideration for an associate's degree.

**I think I am eligible for an associate's degree but I have not been contacted, what can I do to be considered?**

Contact the Reverse Transfer Specialist at your current University or the Community College you previously attended.