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## Policy AC048: Reverse Transfer

**Recommended for Approval by:** Scott E. Miller, Senior VP for Academic Affairs and Provost

**Approved by:** Dale-Elizabeth Pehrsson, President

**Effective Date:** 07/01/2022

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### A. Intent

To describe the conditions and requirements for students participating in reverse transfer programs.

### B. Definition(s)

**Reverse Transfer Program:** A degree program where the senior year (or other defined period) is completed at a partner institution, with those credits transferred back to Pennsylvania Western University to complete the baccalaureate degree requirements. These types of programs are established through an articulation agreement between academic departments between PennWest and the partner institution.

### C. Policy

Students are required to meet the following requirements in order to be awarded a degree from PennWest through a reverse transfer program.

- Completion of all general education requirements for the degree sought.
- Completion of all PennWest graduation requirements, including the academic program's minimum GPA requirement.
- Achievement of acceptable proficiency in the student's major, as certified by the chairperson of the department and the dean of the college.
- Submission of a transcript from the partner school certifying successful completion of the courses defined in the articulation agreement.
- Completion of a minimum of 30 credits at PennWest.

**D. Procedure(s)**

1. Per the frequency defined in the articulation agreement, the student will provide an official transcript of work completed at the partner institution to the Office of the Registrar at PennWest.
2. During the semester in which the student will complete all reverse transfer requirements, the student will apply for graduation at PennWest, following published deadlines. Alternative timing for graduation application may be specified in the articulation agreement. The student's record will be evaluated at PennWest to verify completion of all graduation requirements prior to awarding the baccalaureate degree.
3. The Registrar will invite the student to participate in the PennWest commencement ceremony.

**E. Related policies**

Graduation Requirements Policy (AC028)

Priority Scheduling Policy (AC043)

Transfer Credit Policy (AC034)

**F. Contact Information**

For additional information, please contact the Office of the Registrar or the chair of the department housing the reverse transfer program.

**G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.