

## KAUA‘I COMMUNITY COLLEGE

### Reverse Transfer

#### 1. Purpose

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

#### 2. References

UHCCP 5.206 Reverse Transfer  
UHCCP 5.205 Notation of Academic Credentials

#### 3. Policy

- A. Reverse transfer is the process of ascertaining if a student who originated from a University of Hawai‘i Community College (UHCC) without completing an associate’s degree, now at a 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 articulated back to the UHCC from which the student originated 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. The UHCC System Office will also determine how credits earned from a four-year campus outside of the UH 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 in order for a student to be 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 the student transferred to a UH four-year institution, otherwise the UHCC where the student earned the most credits.
- D. The UH STAR database will be the official record of student credits earned for all UH degrees awarded, including those awarded using reverse transfer. Each semester, the STAR database will be used to 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 (VCAA), vice chancellor for student affairs (VCSA), 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, which were not, and the rationale.
- F. In accordance with UHCCP 5.205, the registrar will notify students that they have been confirmed for a degree and provide 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 a 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 institution in which the student is enrolled, then the student will have met the general education requirements for the associate's degree awarded by Kaua'i Community College.