

## **Missouri Reverse Transfer IT/Implementation Summit 3/27/2013**

### **Implementation Strategies Discussion**

#### **Identifying Students Questions and Comments**

1. Students will be identified at 15 minimum credit hours to be eligible under policy at this time. One institution identifies at 12 hours. The policy is still going to be sent to Presidents and CAO's to review so it highly subject to change. Institutions will be able to stay at the 12 hour mark or move to the state's transfer agreement plan if the institution decides it is more favorable.
2. It doesn't matter how old courses are for transfer purposes.
3. If a home school student eligible? If a home school student did courses through a community college, it is fine as there will be many dual credit students that will qualify. Students that come in with many hours (ex. 45 hours) may still be classified as a freshman since they have never actually been on the campus. For query purposes to identify students, institutions may have to change how they label students. Institutions may want to change how they query by querying by credit hours instead of student status.

#### **Student Contact Suggestions**

1. As part of the enrollment method, students could identify how they want to be contacted. They could choose email, text, etc.
2. There could be a new field on admittance application they could check. Since FERPA states there must be a solid opt-in process, they would need to fill out additional paperwork to opt-in; however this would be a good way to identify students that were interested.
3. Academic Advisors can play key role in contacting students when meeting with students.

#### **When to Contact Students**

1. After a vote, there was no one method about when to contact students that was the most favorable. Upon application, at time of transfer, after drop/withdrawal period, at the end of the student's first semester, and directly after Census all received about the same amount of votes.

#### **Opt-In Suggestions**

1. A form that serves as a transfer release form and opt-in form would be beneficial. One institution uses a form that does both of these, and they also use it as a graduation form.
2. How often would 2 year institutions like to see the names of students opting in and opting out?
  - a. The beginning of the semester/term was said by several.

- b. Some would like to see the information as often as possible (as the information is received).
3. How often do 2 year institutions want to see transcripts from 4 year institutions?
    - a. Many would like to see after every semester.
    - b. One suggestion was at 60 hour mark.
    - c. Some would like to see after completing 24 hours.

Some 4 year institutions felt that sending after every semester would be costly and time consuming unless it was automated.

## COMMUNICATION SUGGESTIONS

1. Suggestion made that every institution have a reverse transfer.edu email that everyone can use for communication to simplify the process.
2. Comment made to make information/communication generic. The information should point students to look at website. Don't complicate the information too much.
3. Many institutions would like to see at the end of each semester/term an electronic exchange of the transcript that would automatically feed into the system. They would like to see a way to automate with National Student Clearing House services.
4. Communication is key piece to inform students about opt-in deadlines.

## OTHER QUESTIONS

1. Do RT students need to reapply to ADGI?
  - a. At some institutions, a student out for 2 semesters must reapply at their institution. Some institutions ask for students to reapply simply to get updated information such as address.
  - b. For other institutions, they don't have to reapply. A student remains active indefinitely.
  - c. Consensus was if they are active at 4 year, they don't need to reapply to 2 year institution (ADGI).
2. When/how will they student apply for graduation?
  - a. On opt in form was the majority.
3. Core substitutions for ADGI?
  - a. Institutions will have to be flexible on this issue without compromising quality. There are many capstone courses and unique courses to each degree that will make degree attainment difficult; flexibility is a must. A General Studies associate's degree may be the answer.
4. How to handle non-continuous returning students to host institutions? How often can they opt in and opt out? How often are they reinvited?

- a. Students that have dropped out are most often the ones that need contact with the most. These students should be encouraged to finish that one class or however many classes they have left. They should be contacted regularly.
5. How often should eligible students be invited to opt-in once they initially decline the opportunity?
  - a. They should be continually reinvited unless the student says to stop contacting them. They should be invited everytime their name comes up on query.
6. Should ADGI send information letter to eligible students who request a transcript for a host institution about RT if student has not graduated with a degree?
  - a. Census was yes.