**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 for current RT students. If students are in a current RT program when the state’s program goes into effect, the student may decide to move to the state program if it is to their benefit. All participating institutions and new students opting-in into the state agreement will follow the credit hour requirement set out in policy.
2. It doesn’t matter how old courses are for transfer purposes.
3. If a home schooled student is eligible? If a home school student took 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. In addition to email, letter, texting, and phone calls, there could be a new field on the admissions 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.
2. Academic Advisors and Admissions Counselors can play key role in communicating RT to students when meeting with them.

**When to Contact Students**

1. After a vote, the end of the student’s first semester when academic record is established at the Host institution was the most popular option. Upon application, at time of transfer, after drop/withdrawal period, when student has successfully completed xx credit hours at the Host institution, 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?
3. The beginning of the semester/term was said by several.
4. Some would like to see the information as often as possible (as the information is received).
5. How often do 2 year institutions want to see transcripts from 4 year institutions?
6. Many would like to see after every semester.
7. One suggestion was at 60 hour mark.
8. 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. There was also discussion about unofficial vs. official transcripts. Some institutions will only provide official transcripts. However, automated transcripts would be considered official.

**COMMUNICATION SUGGESTIONS**

1. Suggestion made that every institution have a reverse transfer.edu email address 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?
2. 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.
3. For other institutions, they don’t have to reapply. A student remains active indefinitely.
4. Consensus was if they are active at 4 year, they don’t need to reapply to 2 year institution (ADGI) and updated student information will be obtained from the opt-in documentation.
5. When/how will they student apply for graduation?
6. On opt in form was the majority.
7. Core substitutions for ADGI?
8. 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.
9. How to handle non-continuous returning students to host institutions? How often can they opt in and opt out? How often are they reinvited?
10. Students that have dropped out are most often the ones that need contact with the most. These students should be encourages to finish that one class or however many classes they have left. They should be contacted regularly.
11. How often should eligible students be invited to opt-in once they initially decline the opportunity?
12. They should be continually reinivited unless the student says to stop contacting them. They should be invited everytime their name comes up on query.
13. 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?
14. Consensus was yes.