UMPQUA
Community College

ADMINISTRATIVE PROCEDURE

TITLE: Reverse Transfer

ADMINISTRATIVE PROCEDURE #   4104

RELATED TO POLICY #   4104 REVERSE TRANSFER

Students who have transferred to a university and would like to qualify for a UCC program completion using reverse transfer credits must meet eligibility criteria and complete necessary steps as outlined:

A. Eligibility Criteria

1. Students may transfer in a maximum of 25% of the college-level program credits required for program completion at UCC from a university or college that offers bachelor's degrees or higher.

2. Fulfill all program requirements outlined in the UCC academic catalog within five years from the program start date.

B. Application Steps

1. All documents are submitted to the UCC Registrar no later than the end of the term proceeding desired graduation date:

   a. Submit official transcripts for articulation.

   b. Submit the completed "Reverse Transfer from Another Institution" petition form.

   c. Submit Graduation Application.

C. Review and Approval Process

1. UCC's Registrar will evaluate all transcripts, documentation, and the graduation application. If approved, the student is notified, and the academic record is updated. The degree is conferred, and the student is recognized as a UCC graduate.

D. Appeals

1. Denied applications can be appealed. Details are available through the Registrar's office.

RESPONSIBILITY:
The Chief Student Success Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2030-2031
DATE OF ADOPTION: 5/20/2021 by CC
DATE(S) OF REVISION: 3/11/2024 by CC
DATE(S) OF PRIOR REVIEW: