

# Emory & Henry College–Virginia Highlands Community College Reverse Transfer Program

## **Overview**

The Emory & Henry College – Virginia Highlands Community College Reverse Transfer Program is available to students who have transferred to Emory & Henry College from Virginia Highlands Community College (VHCC) without earning their associate degree. This program allows students to transfer course work from Emory & Henry College back to VHCC to complete requirements for the associate degree. Students must have completed a minimum of 15 semester hours towards the associate degree (or 25% of the associate degree hour requirements if greater than 60) at VHCC in order to be eligible to pursue the reverse transfer of credits from Emory & Henry College to VHCC to earn the associate degree.

Emory & Henry College will endeavor to provide VHCC with information on transfer students to assist VHCC officials in the identification of students who could benefit from reverse transfer of courses.

If a student is not participating in the Reverse Transfer Program but elects to independently pursue a reverse transfer, written authorization and signature from the student is required to release the student's transcript to VHCC.

## **Eligibility for Reverse Transfer Program**

A student must meet the following conditions to be eligible:

- Must have earned at least 15 hours applicable toward a degree at VHCC. A minimum of 25% percent of the total credit hours required for a certificate must be completed at VHCC.
- Does not have the associate degree from VHCC.
- Be a student currently in good standing at Emory & Henry College and formerly in good standing at VHCC.
- Has earned at least 60 total hours (including transfer work) at Emory & Henry College.
- Must complete an application for Reverse Transfer that includes authorization for the release of all application and academic information from Emory & Henry College to VHCC.

## **Institutions' Responsibilities**

- Emory & Henry College will provide VHCC a list of transfer students from VHCC attending Emory & Henry College each semester.
- Emory & Henry College will promote reverse transfer on appropriate websites, newsletters, and advisor meetings.
- Emory & Henry College will attempt to identify students eligible for reverse transfer through current student information systems and through advisor recommendations.
- VHCC will contact eligible students and seek their enrollment in the Reverse Transfer Program, including authorization for the release of all academic information from Emory & Henry College to VHCC.
- VHCC will verify successful completion of associate degree requirements and award the degree.
- The Registrars Offices at Emory & Henry College and VHCC will exchange Reverse Transfer Program student transcript information to the other upon request.
- Emory & Henry College and VHCC will work together where possible to develop electronic data interchange information technologies to facilitate the disclosure of student records between the institutions.

## **Benefits for the Participating Institutions and Students**

- Data suggest earning the associate degree has a positive impact on earning a bachelor's degree.
- Retention rates improve for students who receive an associate degree through reverse transfer once enrolled at a four-year institution.
- Students receive a quality credential to enter the workforce while completing a bachelor's degree.
- Reverse transfer students who do not complete bachelor's degrees will still have a credential to enter the workforce.
- VHCC will be credited with the success of the student earning the degree and degree completions will more accurately reflect investment of time, support, and resources devoted to students who transfer before earning the associate degree.

## **Dissolution of Agreement**

- The above provisions are agreed to and shall go into effect when signed by the appropriate institutional representatives. They shall remain in force until superseded by official action of either institution.

### **APPROVALS:**

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**President**

**Emory & Henry College**

**Date:** \_\_\_\_\_

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**President**

**Virginia Highlands Community College**

**Date:** \_\_\_\_\_