

**Policy Procedure:** Reverse Transfer

**Procedure Number:** 236P

**Contact Information:**

**Forms:** Reverse Transfer Consent Form

**Last Reviewed Date:**

Reverse Transfer Initiated by the Four-Year Institution

1. NOVA's Office of Academic Affairs will receive a list of potential reverse transfer candidates identified by the four-year institutions at the end of every semester through the National Student Clearinghouse. This mechanism prevents the need for a student to request official transcripts from the four-year institution.
2. The four-year institution will be responsible for gaining consent from the student for reverse transfer on the transfer admission application.
3. NOVA will review identified students' four-year coursework and previous NOVA coursework to determine eligibility for reverse transfer.
4. No more than fifteen (15) credits will be applied from a four-year institution to a student's NOVA program. If applicable and agreed to by student, NOVA will change the student's last declared program to facilitate degree attainment.
5. NOVA's Office of Academic Affairs will coordinate with the college's Central Records Office (CRO) to have degrees conferred for eligible candidates. Students will not be required to apply for graduation in SIS, as their intent has already been established through the consent form.