



Reverse Transfer Procedure

Procedure Number: 236P

Responsible Office: Academic Affairs

Forms: N/A

Effective Date: 8/24/24

Date Last Reviewed: 8/24/24

1. Purpose

To provide students who transferred to a partnering four-year institution without completing a credential the opportunity to retroactively earn their associate degree or the Uniform Certificate of General Studies from NOVA using courses from their four-year institution. Current partners for streamlined reverse transfer include George Mason University and Virginia Commonwealth University. Reverse transfer students attending other universities may be eligible to graduate through [NOVA's standard graduation process](#).

2. Definitions

Reverse Transfer: Reverse transfer is the process of awarding associate degrees or other credentials to students who did not complete all the requirements for them before transferring from a two-year community college to a four-year institution using coursework from the four-year institution. Under this process, qualifying students can be awarded a two-year credential or Uniform Certificate of General Studies while continuing to work towards a bachelor's degree.

3. Procedure

Eligibility for Reverse Transfer through Partnering Four-Year Institutions

1. Students must have completed a minimum of forty-five (45) credits prior to leaving NOVA for associate degrees and sixteen (16 credits) prior to leaving NOVA for the Uniform Certificate of General Studies. Reverse transfer students who do not meet this eligibility criteria may be eligible to graduate through [NOVA's standard graduation process](#).
2. Students must have attended NOVA within seven years of their intended graduation term.

Reverse Transfer Initiated by the Partnering Four-Year Institution

1. The four-year institutions will send out opt-in forms to students that are potentially eligible for reverse transfer. Interested students will fill out the form to begin the process and provide their consent for the associate degree or Uniform Certificate of General Studies to be awarded.
2. NOVA's Office of Academic Affairs will receive a list of potential reverse transfer candidates identified by the four-year institutions through the opt-in form. The four-year institutions will provide official

transcripts to NOVA for any students that have met the requirements to graduate via reverse transfer. This mechanism prevents the need for a student to request official transcripts from the four-year institution.

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, NOVA will change the student's last declared program to facilitate degree attainment. NOVA will gain consent to do this through the opt-in form that students complete.
5. Students will be required to reactivate their account (if applicable) and apply for graduation in SIS.
6. When a student is eligible, they will be awarded an associate degree or the Uniform Certificate of General Studies. NOVA's Office of Academic Affairs will coordinate with the college's Central Records Office (CRO) to have credentials conferred for eligible candidates.