

# STATEWIDE REVERSE TRANSFER ARTICULATION AGREEMENT FREQUENTLY ASKED QUESTIONS

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STATE  
UNIVERSITY  
SYSTEM  
of FLORIDA  
Board of Governors



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org



THE *Florida*  
COLLEGE SYSTEM

# Statewide Reverse Transfer Articulation Agreement Frequently Asked Questions

This document answers frequently asked questions related to the [Statewide Reverse Transfer Articulation Agreement between the Florida College System \(FCS\) and the State University System \(SUS\) of Florida](#), including [correspondence](#) and [guidance](#) documents distributed by the Office of Articulation.

## Section III of the Guidance Document: Participating Institutions

1. When will the Statewide Reverse Transfer Articulation Agreement between the FCS and SUS go into effect?

The Agreement is effective beginning in the Spring 2022 term.

## Section IV of the Guidance Document: Student Eligibility Criteria

**The FCS institution where the student earned more than 30 semester credit hours is the home institution. College credit may include credit earned through acceleration, such as credit-by-examination, dual enrollment and/or prior learning assessment if the home institution was the initial awardee. Credit awarded by other institutions and accepted by the home institution in transfer may not be included.**

2. Do more than 30 semester credit hours from the same FCS institution have to be earned prior to the first term at the SUS institution? For example, could a student transfer 27 credits from an FCS institution to an SUS institution, then complete more than 30 credits at an SUS institution, and then earn another 3 credits as transient student at an FCS institution and be eligible for the Reverse Transfer?

According to the Statewide Articulation Agreement, the credits must have been earned prior to the student transferring to an SUS institution. Once a student opts-in for reverse transfer and is evaluated by the FCS institution, the student will be notified of any additional credits needed in order to be awarded an AA degree from an FCS institution.

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3. Will First Time-in-College (FTIC) students who have participated in dual enrollment or credit-by-exam be able to use the credits earned towards reverse transfer?

Any credit earned through dual enrollment at an FCS institution should be included in the more than 30 credit hours being considered for reverse transfer. All appropriate policies related to the transfer of these credits should be followed by the receiving institution.

Credit awarded for Credit-by-Exam would not be considered as a part of the more than 30 credit hours for reverse transfer.

Dual enrollment courses taken by a student at an SUS institution would not count towards the more than 30 credit hours.

4. Will career clock hour credits from an FCS institution be used towards awarding an AA degree?

No. Career clock hour credits would not be included in the calculation of credit hours completed at the FCS institution unless the student completed a clock hour course that has been articulated to credit hours that meet the AA degree requirements.

**In order to participate in the reverse transfer process, a student must have earned more than 30 credit hours of college credit at a single FCS institution.**

5. Will students who enter a SUS institution as an FTIC with more than 30 credit hours through dual enrollment be eligible for reverse transfer?

Yes. Students who meet the eligibility requirements through dual enrollment may still be considered for reverse transfer through the FCS institution that they attended for dual enrollment.

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6. If a freshman with dual enrollment is counted, how does the test credit impact the more than 30 hours? Is 15 hours of dual enrollment and 16 hours of Advanced Placement credit sufficient if the FCS institution never received the test scores but the SUS institution did?

The [Statewide Reverse Transfer Articulation Agreement](#) requires that the student earn more than 30 hours of college credit at a single FCS institution. Credit-by-examination awarded by an SUS institution does not qualify for reverse transfer.

7. If a student has attended more than one FCS institution, which would be the degree-granting institution?

If a reverse transfer candidate attended more than one FCS institution prior to transferring to an SUS institution, the degree-granting institution will be the FCS institution where the student earned the most credits, provided the student earned more than 30 credits at that institution. In the event the student has earned the same number of credits and meets the degree requirements at two or more FCS institutions, the FCS institution that the student attended most recently will be considered as the degree-granting institution.

### **The reverse transfer provision in the Statewide Articulation Agreement does not apply to associate in science (AS) degree-seeking students.**

8. The Agreement does not apply to AS degree-seeking students, but what if the student was seeking an AS degree at the time of transfer to the SUS institution, and now chooses to seek an AA degree?

The reverse transfer provision in the [Statewide Reverse Transfer Articulation Agreement](#) does not apply to AS degree-seeking students. The student's degree at the time of transfer to a SUS institution is what will be considered when reviewing for reverse transfer eligibility. The student should be advised to seek an AA degree if they choose; however, it would not be through the reverse transfer process.

The [Florida Automated System for Transferring Educational Records \(FASTER\) Postsecondary Demographic Record Format \(P01\)](#) provides a “General Education Met” Yes/No indicator for students who have met an institution’s general education and/or AA degree requirements.

9. When is the General Education Met field going to be a mandatory requirement? Is there guidance for when FCS and SUS institutions should begin using this while it is optional?

The “General Education Met” field will be required for all postsecondary transcripts, beginning with the Fall 2021 semester. Institutions can incorporate the field into local processes at any time.

10. Does the FASTER General Education Met field distinguish between AA transfer students and non-AA transfer students?

The FASTER General Education Met field provides indicators denoting whether the student has met an institution’s general education and/or AA degree requirements and whether the student met the general education requirements for an AS degree.

**The Postsecondary Course Demographic Record Format (P01) in FASTER provides indicators related to the civics literacy competency requirement, college-level communication and computation competencies, and foreign language competencies.**

11. What additional fields are available in FASTER to assist institutions with determining student eligibility?

The following additional required fields in FASTER on the [Postsecondary Demographic Record Format](#) can be used by institutions, in conjunction with data in their local student information systems, to verify student eligibility criteria for the reverse transfer process, as outlined in Section IV of the [Statewide Reverse Transfer Articulation Agreement](#).

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STUDENT ELIGIBILITY CRITERIA	RECORD FORMAT	FIELD	POSITIONS	# CHARACTERS	CHARACTER FORMAT	FIELD NAME	FIELD DESCRIPTION
The student earned more than 30 hours of college credit at a single FCS institution.	P01 Demographic	47	899-906	8	Numeric	Academic Credit Hours Earned	This is the total number of credits (credit hours) attempted and earned and included.
The student transferred to the SUS before earning an Associate in Arts (AA) degree.	P07 Degrees	5	21-21	1	Alphanumeric	Degree Level	This indicates the level of the degree or certificate awarded to the student by the sending institution.
The student has not previously been awarded an AA degree by the SUS.	P07 Degrees	5	21-21	1	Alphanumeric	Degree Level	This indicates the level of the degree or certificate awarded to the student by the sending institution.
The student has completed 60 hours of college credit.	P01 Demographic	47	899-906	8	Numeric	Academic Credit Hours Earned	This is the total number of credits (credit hours) attempted and earned and included.
The student has completed general education requirements for the SUS or FCS home institution.	P01 Demographic	8	26-26	1	Alphabetic	General Education Met	This element denotes whether or not the student has met the institution's general education and/or AA degree requirements.
The student has not been awarded a baccalaureate degree.	P07 Degrees	5	21-21	1	Alphanumeric	Degree Level	This indicates the level of the degree or certificate awarded to the student by the sending institution.

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The student has met civic literacy competency requirements.	P01 Demographic	11b	30-30	1	Alphabetic	Civic Literacy Competency Indicator	In accordance with s. 1007.254(4), F.S., this item denotes whether the student has met the Civic Literacy Competency Graduation Requirement or the requirement is not applicable to the student.
The student has met college-level communication and computation competency requirements.	P01 Demographic	7	25-25	1	Alphabetic	Gordon Rule Requirement	This element denotes whether or not the student has demonstrated the writing and computational skills required by State Board of Education Rule 6A- 10.030, F.A.C.
The student has met foreign language competency requirements.	P01 Demographic	6	24-24	1	Alphabetic	Foreign Language Requirement	This element denotes whether the student has demonstrated competency in a foreign language as required by the Florida College System and Board of Governors.
The student has provided consent to allow the SUS institution to transmit the necessary information to the FCS institution.	P01 Demographic	TBD	TBD	1	Alphabetic	Reverse Transfer Option	This element denotes whether or not the student has opted into the statewide reverse transfer process, based on local documentation.



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12. Will FASTER be modified to allow SUS institutions to indicate a transcript is being sent because the student wishes to obtain an AA from the FCS home institution?

Yes, FASTER will include a new field, Reverse Transfer Option, beginning with the Fall 2021 term for institutions to identify any eligible students who have opted-in to the reverse transfer process based on local documentation. FCS institutions will be able to identify eligible students through this new data field on the [Postsecondary Demographic Record Format](#).

13. How and when will changes to FASTER be communicated to affected parties?

Modifications to FASTER will be announced to stakeholders using the Department's [Paperless Communication System](#) and the [FASTER ListServ](#) in early Fall 2021.

14. What role does SPEEDE/ExPRESS play in reverse transfer?

Institutions exchanging records via the Standardization of Postsecondary Education Electronic Data Exchange/Exchange of Permanent Records Electronically for Students and Schools (SPEEDE/ExPRESS) can continue to use the FASTER Interface for the electronic exchange of student records. Institutions should ensure that connections with the FASTER additions and changes are established.

### **Meet any other AA degree graduation institutional requirement of the degree-granting FCS institution.**

15. Will there be a centralized repository of institutional general education requirements, since the requirements vary across SUS and FCS institutions (outside of the general education core requirements)?

For students who have completed an institution's general education requirement, the General Education Met field on FASTER should be marked. The receiving institution will consider the student to have met the



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general education requirements for the completion of an AA based on this indicator.

[State Board of Education Rule 6A-10.024\(2\)\(b\), F.A.C.](#), states that “After a state university or Florida College System institution has published its general education curriculum, the integrity of that curriculum shall be recognized by the other public postsecondary institutions. Once a student has been certified by such an institution on the official transcript as having completed satisfactorily its prescribed general education curriculum, regardless of whether the associate in arts degree is conferred, no other public postsecondary institution to which he or she may transfer shall require any further such general education courses.”

If the General Education Met field on FASTER is blank, an institution should still perform an audit on the basis of due diligence in order to determine whether the student meets the general education requirement and/or eligibility for reverse transfer.

16. How will the SUS determine if a student meets “any other associate in arts degree graduation institutional requirement of the degree-granting FCS institution” as outlined in the Agreement?

The SUS institution should identify students based on items A-H and J-M, in Section IV of the Agreement. The receiving FCS institution will determine if the student has met any additional institutional requirements during their audit. Florida College System institutions should consider the provisions of [SBE Rule 6A-10.024\(2\)\(b\), F.A.C.](#), in regard to general education requirements in determining eligibility for an AA award.

**Florida public secondary and postsecondary institutions are required to use FASTER to transmit official student records between and among institutions. However, this Agreement does not preclude a sending institution, as part of its local process, from using the National Student Clearinghouse (NSC) for exchange of reverse transfer data, as long as the receiving institution is also a member of the NSC.**

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17. How will the colleges and universities know which other colleges and universities are participating in the NSC reverse transfer platform?

The NSC [Electronic Transcript Exchange \(ETX\) Registry](#) allows institutions to search for participants by state or download the [full registry](#) of participants. A link to the list will be made available on the [Office of Articulation website](#).

18. In absence of NSC, how will colleges and universities communicate with each other on which students should be evaluated for the AA degree under reverse transfer?

The FASTER system will include a new field, Reverse Transfer Option. Beginning in the Fall 2021 term, institutions can identify any student who has opted-in to the reverse transfer process based on local documentation. FCS institutions will be able to identify eligible students through this new data field on the [Postsecondary Demographic Record Format](#). Institutions using the NSC may find that there are eligible students from institutions not participating in the NSC. Institutions are expected to utilize the process established through FASTER or SPEEDE to send and receive information with non-NSC participating institutions.

Additionally, the SUS institution should send a listing of eligible students using a secure transmission system to the appropriate FCS institution reverse transfer contact. This listing should include the following fields: Student Name, Student Date of Birth and Florida Education Identification (FLEID) Number. FCS institutions should update and maintain the listing of student records from the sending SUS institution to include the number of students evaluated, the number of students awarded an AA degree and the number of students who were not awarded an AA degree.

19. If an institution has an existing reverse transfer agreement with another institution using the NSC, can they continue to use the existing local process in lieu of the statewide reverse transfer process?

Institutions using the NSC must review any existing agreements and/or local processes related to reverse transfer for compliance with the statutory requirements of s. 1007.23, F.S., and requirements of the Statewide Reverse

Transfer Articulation Agreement between the FCS and SUS institutions. Any information not provided through the NSC, such as compliance with Florida's civic literacy requirement, must be resolved according to local institutional processes. Additionally, institutions using the NSC must provide requested aggregate data in the required format, including but not limited to the number of students with more than 30 semester credit hours evaluated for reverse transfer, the number of students eligible to receive an AA degree and the number of AA degrees awarded.

## Section V of the Guidance Document: Reverse Transfer Process

SUS and FCS institutions may establish additional institutional processes in line with the requirements of this Agreement. At a minimum, SUS institutions shall determine potential student eligibility annually. This Agreement does not preclude an institution from establishing an alternative frequency. Additional information will be forthcoming related to best practices for student identification.

20. What initiates the reverse transfer process and why is it beneficial to students?

In conjunction with a locally defined process, SUS institutions will use the FASTER Reverse Transfer Option field to identify students who have opted in for reverse transfer. The FCS institution will be able to query the FASTER records to easily identify reverse transfer students for degree audit purposes, in addition to using the listing provided by the SUS institution. Upon confirmation that a student qualifies, the institution would award the AA degree to the student during the term that the audit was performed.

Student benefits of reverse transfer include but are not limited to:

- a. Earning the AA recognizes a student's achievement of work completed and credits earned.
- b. The AA has been shown to positively impact progression and baccalaureate completion.



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- c. The AA is a recognized degree/credential by employers; therefore, it is beneficial for students seeking jobs.
- d. The AA may provide opportunities to request promotions, raises or bonuses from employers who value and incentivize ongoing education and training.
- e. The AA is often required or highly beneficial for admission to other institutions, both in and out-of-state.

### 21. Would the FCS institution award the AA based on the last time the student was physically at the campus, or at the point of the evaluation itself?

The award would be based on the time of the evaluation; for example, evaluations performed during the Spring 2022 term would result in an AA degree award during the same Spring 2022 term.

### 22. How will FCS institutions know to initiate a degree audit of a student's transcript?

The FASTER transcript sent from the SUS institution will contain a new indicator, Reverse Transfer Option, which identifies whether a student has opted-in to reverse transfer. Additionally, the SUS institution should send a listing of eligible students using a secure transmission system to the appropriate FCS institution reverse transfer contact. This listing should include the following fields: Student Name, Student Date of Birth and Florida Education Identification (FLEID) Number.

### 23. Will FCS institutions have the option to initiate the reverse transfer?

No; only the SUS institution can initiate the reverse transfer.

### 24. What is the expected turnaround time for the reverse transfer process between the SUS and FCS institutions?

It is expected that the reverse transfer process implemented in the Spring 2022 term will result in the award of AA degrees during the Spring 2022 term. SUS institutions should transmit eligible student records and notify the FCS institution's reverse transfer contact using a secure transmission system within four (4) weeks of the start of the term. Once the reverse

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transfer process is initiated by an SUS institution, the receiving FCS institution has three weeks to perform an audit of the student's transcript and notify the sending SUS institution.

25. Can the AA degree be awarded by the SUS if a student doesn't qualify at the FCS institution but does at the SUS institution?

Yes. SUS institutions may award the AA degree to students who have met the eligibility requirements but do not qualify at the FCS institution or who choose not to participate in the reverse transfer process.

26. What if a student opts in for reverse transfer, the SUS institution sends the information to the FCS institution, and then the student opts out?

A student may opt out at any time. The FCS institution reverse transfer contact will be informed by the SUS institution using a secure transmission system.

**Once potential degree candidates are identified, each SUS institution shall provide notification to potential candidates about the reverse transfer provision of the statewide articulation agreement. The FCS institution will notify the student of the award of the AA degree.**

27. What are the institutional responsibilities related to student notifications associated with the reverse transfer process?

The SUS institution will be responsible for identifying and contacting any eligible students. The FCS institution will be responsible for notifications related to the award of the AA degree. Processes associated with student notifications will be determined by each institution; however, it is suggested that institutions use email, student account system messaging and/or postal mail.

**The FCS institution will notify the registrar at the SUS institution regarding the outcomes of the degree audits.**

28. If the outcome is that the FCS cannot award the AA, what will the student notification include?

The FCS institution will notify students who are ineligible for an AA degree of which course(s) and/or other requirement(s) remain to be completed. The FCS institution will notify the registrar at the SUS institution using a secure transmission system regarding the outcomes of the degree audits within three (3) weeks.

## Section VI of the Guidance Document: Institutional Obligations

29. The Agreement requires each FCS and SUS institution create a webpage containing information about reverse transfer; is notification of reverse transfer through the institution catalog sufficient?

Section 1007.23, F.S., requires the SUS institution to identify each student who has completed the eligibility requirements for reverse transfer. While information about the reverse transfer process can be included in the institution catalog, the Agreement between the FCS and SUS does obligate each institution to create their own webpage.

30. How should institutions ensure compliance with FERPA when notifying students of the reverse transfer option?

The student must actively affirm and agree (opt in) to the exchange of course histories and/or official transcripts among all institutions attended by providing written consent. Any student communications regarding the option to participate in reverse transfer should define the reverse transfer process so that the student provides informed, written consent. Institutions should work with their general counsel to ensure that any student communications comply with the Family Educational Rights and Privacy Act (FERPA).



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31. How will both FCS and SUS staff involved in the reverse transfer process know who the point of contact is at each institution?

The Office of Articulation will share institutional contacts on the [Office of Articulation website](#).

**SUS institutions may determine the method and frequency in which potential candidates are notified. This could include but is not limited to emails, alerts through advising systems, text messages or letters.**

32. What information should be included in the SUS institution's notification to the student?

Student notifications related to reverse transfer should include, but not be limited to, a statement of purpose, instructions for opting out of the reverse transfer process, and acknowledge that the reverse transfer process is not intended to guarantee the award of an AA degree.

**The Department of Education is researching notification options related to the reverse transfer process and records transmissions to ensure consistency statewide.**

33. When will notification options related to reverse transfer be provided and to whom?

The [Florida Automated System for Transferring Educational Records \(FASTER\)](#) will be utilized as the notification and records transmission system to ensure consistency in the statewide reverse transfer process.

Any new indicators

will be added to FASTER during the 2021-2022 school year transition, which will occur in the Fall 2021 term. Designated reverse transfer institutional contacts will be notified once FASTER has been updated.

Additionally, the SUS institution should send a listing of eligible students using a secure transmission system to the appropriate FCS institution reverse transfer contact. This listing should include the following fields: Student Name, Student Date of Birth and Florida Education Identification (FLEID) Number.



## Section VIII of the Guidance Document: Reporting

The Department of Education and Board of Governors staff are working to determine the reporting requirements for students served and degrees conferred.

### 34. What reporting requirements and templates or specifications are available?

The [Florida College System Student Database](#), Data Element 2122, Reverse Transfer Code, was implemented during term 3E of the 2020-21 reporting year and will be used to identify whether a Florida College System institution awarded a student an AA degree under the statewide reverse transfer articulation agreement or not.

FASTER also provides the following fields related to the reverse transfer process and reporting requirements.

STUDENT ELIGIBILITY CRITERIA	RECORD FORMAT	FIELD	POSITIONS	# CHARACTERS	CHARACTER FORMAT	FIELD NAME	FIELD DESCRIPTION
FCS and SUS institutions will submit any data or reports that might be required by the BOG or FDOE.	P01 Demographic	TBD	TBD	1	Alphabetic	Reverse Transfer Code	Identifies whether or not the Florida College System institution awarded the student an associate in arts (AA) degree under the statewide reverse transfer articulation agreement established in section 1007.23, Florida Statutes.
FCS institutions should update all student transcripts with AA degree awards and submit new transcripts to the sending SUS institutions.	P07 Degrees	5	21-21	1	Alphanumeric	Degree Level	This indicates the level of the degree or certificate awarded to the student by the sending institution.