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## MEMORANDUM

TO: Florida College System Institutions  
State University System Institutions

FROM: Elizabeth Moya, Assistant Vice Chancellor for Articulation & Career Education Policy

DATE: September 13, 2021

SUBJECT: Statewide Reverse Transfer Articulation Agreement Implementation

On June 29, 2021, the Office of Articulation held a [webinar](#) on the topic of reverse transfer. As a follow up to the discussion and the recommendations of those attending the webinar, the Office of Articulation prepared the following timeline to aid in implementation. As a reminder, implementation of the [Statewide Reverse Transfer Articulation Agreement](#) commences in spring 2022. It is required that the process will repeat each year.

### **Preparation for Implementation:**

In January 2021, the State Board of Education and the Board of Governors adopted the Statewide Reverse Transfer Articulation Agreement. To prepare for implementation of the statewide reverse transfer process, State University System (SUS) institutions must now develop an internal process for students to elect to opt-in for reverse transfer. The process must allow the student to consent. The student's records must then be transmitted to a Florida College System (FCS) institution. Development of an internal process could include (but is not limited to), obtaining consent during the transfer student's application process, obtaining written consent during an academic counseling session or providing a self-service form or survey within the student's account system dashboard.

Additionally, please be advised that FCS and SUS institutions are required to have a webpage containing information about the reverse transfer process. This information can also be included in the institution's catalog in preparation for the spring 2022 term.

Institutions that already have reverse transfer agreements in place through the National Student Clearinghouse should submit agreements to [Articulation@fldoe.org](mailto:Articulation@fldoe.org) for review prior to the spring 2022 semester in order to ensure compliance with the Statewide Reverse Transfer Articulation Agreement.

The Office of Articulation will host an information session on how to effectively use the Florida Automated System for Transferring Educational Records (FASTER) to enhance local processes on **October 8, 2021, from 10:00-11:00 a.m., EDT**. Please register for the FASTER information session at <https://attendee.gotowebinar.com/register/3359108495823329039>.

### **Spring 2022 Implementation Activities:**

The Statewide Reverse Transfer Articulation Agreement between the FCS and SUS officially goes into effect in the spring 2022 term. The following are recommended steps to aid institutions in implementation.

**Step 1.** SUS institutions must identify transfer students that may qualify for the reverse transfer process by evaluating the transfer student's postsecondary transcript.

FASTER provides student data on the P01 Demographic and P07 Degree Record Formats that will assist SUS institutions with student identification based on the reverse transfer student eligibility criteria. A listing of FASTER fields associated with the reverse transfer process is provided with this memorandum.

Institutions may be able to automate this step of the process by creating a report within their local student information systems to readily identify eligible students. If a student's education record is not available in FASTER, an institution may use other official student records/transcripts to determine student eligibility based on the criteria outlined in the Statewide Reverse Transfer Articulation Agreement.

**Step 2.** Once all other student eligibility requirements are confirmed during the transcript evaluation process, a listing of eligible students should be provided to the SUS institution's Business or Bursar's Office for confirmation that the student is current with all financial obligations at the SUS institution.

**Step 3.** SUS institutions should then notify students of their possible eligibility for an Associate in Arts (AA) degree using email, student account system messaging and/or postal mail. Information provided in the notification should advise students of the process to opt-in or opt-out of the reverse transfer process.

**Step 4.** SUS institutions may then update student records to indicate whether a student has opted in or opted out of the reverse transfer process using the Reverse Transfer Option indicator in FASTER (field and position numbers on the P01 Demographic Record Format are currently being developed and will be available beginning with the fall 2021 Term) and maintain records on the number of eligible students and the number of transcripts sent to FCS institutions.

**Step 5.** SUS institutions should transmit eligible student records to the student's FCS home institution through FASTER for students who have opted in for reverse transfer within four (4) weeks of the start of the term. A listing of eligible students should also be transmitted using a secure transmission system by the SUS institution to the appropriate FCS institution reverse transfer contact, to include the following fields: Student Name, Student Date of Birth and Florida Education Identification (FLEID) Number.

**Step 6.** FCS institutions are to then perform a degree audit for all student transcripts received from the SUS institution. FCS institutions have three (3) weeks to perform the audit. Students that have met the institutional requirements should be awarded an AA degree.

**Step 7.** FCS institutions should then update all student transcripts with AA degree awards in the appropriate FASTER field (Degree Level) and submit new transcripts to the sending SUS institutions.

**Step 8.** Degrees awarded by the FCS institution should be reported to the Department using the Reverse Transfer Code indicator in FASTER (field and position numbers on the P01 Demographic Record Format are currently being developed and will be available beginning with the fall 2021 Term). Additionally, FCS institutions should return the listing of student records using a secure transmission system to the sending SUS institution's reverse transfer contact.

### **Guiding Implementation Principles:**

- All student information shared between and among institutions to facilitate reverse transfer awards must be in compliance with Family Educational Rights and Privacy Act (FERPA) requirements in 20 USC section 1232g and applicable Florida statutes, rules and federal regulations pertaining to the privacy of student information.
- Students should have the option to opt-in at any time to have their transcripts evaluated by their FCS home institution.
- Students who choose not to opt-in but have met the student eligibility criteria may request to have their AA awarded by the SUS institution.
- Ineligible students should be notified of any missing requirements and the options available to complete them to receive the AA from the FCS home institution using email, student account system messaging and/or postal mail.
- FCS institutions should update and maintain the listing of student records from the sending SUS institution related to eligible students, including information on the number of students evaluated from the SUS institution, the number of students who were awarded an AA degree and the number of students who were not awarded an AA degree.

In addition to the Statewide Reverse Transfer Articulation Agreement and associated [guidance document](#), the Office of Articulation, in consultation with the Division of Florida Colleges and Florida Board of Governors, has created a Frequently Asked Questions document related to reverse transfer. This document is attached. This information, along with the list of reverse transfer institutional contacts, is also available on the Office of Articulation website at <https://www.fldoe.org/policy/articulation/reverse-transfer.stml>.

Thank you again to the college and university staff who participated in the webinar and provided input. If you have any questions regarding the reverse transfer process, please contact the Office of Articulation at [Articulation@fldoe.org](mailto:Articulation@fldoe.org) or 850-245-0427.

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Attachments: Reverse Transfer Memorandum  
Reverse Transfer FAQ  
FASTER Fields for Reverse Transfer

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