



Procedure 501-10 Reverse Transfer of Credit

Sponsor: Student Services

Purpose

Students leaving Coconino Community College before earning an associate degree or certificate may transfer credit back to the College from another post-secondary regionally accredited institution to fulfill the College program requirements.

Procedure

Reverse transfer procedures may be governed by individual intergovernmental agreements (IGAs) or agreements with specific universities for the benefit of the student. The Registrar will maintain copies of all agreements related to reverse transfer.

Students who are transferring reverse credit from institutions/universities that do not have intergovernmental agreements with the College must follow the below process:

1. Students should contact their College advisor for an appointment to determine what courses fulfill the remaining degree or certificate requirements.
2. Students must complete all program requirements including the number of credits necessary for the degree/certificate.
3. From the Transfer Institution: After successfully completing the determined course(s) with a C or higher, the student must request an official transcript be sent to the College to be evaluated by the Registrar or designee.
4. Complete all necessary paperwork to finalize degree/certificate.

Conferring of Degree/Certificate

Upon approval of reverse transfer credit, the Registrar will notify the student that the declared major for the degree/certificate will be conferred in 45 days.

If the student has completed a degree/certificate in a discipline other than his or her declared major, the Registrar will notify the student that completion of a Change of Major form is required by the student.

The student has 30 days to opt-out of the declared, or non-declared degree/certificate by submitting written notification to the Registrar that they decline the degree/certificate.

If written notification from the student is not received by the Register within 30 days, the degree/certificate will be conferred and become a part of the student's permanent academic record.

Definitions

Intergovernmental Agreement (IGA) is an agreement that involves or is made between two more government entities for cooperative planning, development review, resource sharing, and the offering of student services and programs.

Transfer Institution is the source that awarded credits for coursework completed by the student while in attendance at its institution.

References

Family Educational Rights and Privacy Act (FERPA)

Procedure History

12/09/2009	New (supersedes Procedure 501-07-11 Reverse Transfer Procedure)
05/11/2011	Renumbered (Procedure 501-07 to 501-10 and re-titled to Reverse Transfer of Credit)
04/22/2020	Revised and Approved by Executive Leadership Council
07/15/2025	Revised Sponsor from Registration and Enrollment Services to Student Services

Legal Review

None