

TAP Student Provisional and Reverse Transfer Protocol

In order for the benefits of a TAP *Transfer Ticket* to apply, a student must complete a 60/61-credit *Transfer Ticket* associate degree. Benefits include a block transfer of 30 credits of general education and, in isolated cases, transfer of specific Pathway30 courses that would not apply for non-*Transfer Ticket* students. Without that block transfer and specific course exceptions in some majors, the transfer will not honor the promise of the *Transfer Ticket* degree. The 4-year school's transcript transfer audit for a student who transfers without the completion of a *Transfer Ticket* associate degree will therefore potentially differ from the audit for a student who has completed a *Transfer Ticket* associate degree, and that difference will have an impact on remaining requirements for the baccalaureate degree. The purpose of this protocol is to provide guidance on how to receive and advise *Transfer Ticket* students who plan to but have not completed all of the requirements for a *Transfer Ticket* degree before applying for transfer and receiving advising at the 4-year school, so that the promise of the *Transfer Ticket* is honored and so these students can complete their baccalaureate degrees with the fewest (ideally no) excess credits.

Scenarios

Completed *Transfer Ticket*: The student has completed all requirements for the *Transfer Ticket* associate degree before applying for transfer or receiving advising at the 4-year school. This student can simply be advised based on a TAP Degree Works *Transfer Ticket* audit.

Provisional *Transfer Ticket*: In ideal cases, a student will apply for transfer and advising at the CSU or COSC in the semester in which she plans to graduate from the community college and before she has completed all of the requirements for the associate degree. This student plans to complete the *Transfer Ticket* requirements before leaving the community college. In these cases, advising at the 4-year school should assume the *Transfer Ticket* will be completed, although that advising will be, essentially, provisional, pending actual completion of the *Transfer Ticket* associate degree. Most students should fall into this scenario. In other words, a period of "provisional status" is built into the *Transfer Ticket* promise. This scenario divides into two:

1. The student does complete all of the requirements during that final semester at the community college, the semester during which she applies for and receives advising for transfer. The provisional status for this student ends upon conferral of the *Transfer Ticket* associate degree and before she begins attendance at the 4-year school.
2. The student plans to but does not complete all of the requirements for the associate degree in that final semester and so arrives for a first semester at the 4-year school without a completed degree. This student remains provisional.

Reverse Transfer *Transfer Ticket*: The student intends to complete the *Transfer Ticket* associate degree requirements at the 4-year school after transfer and reverse transfer credit back to the community college to be awarded the degree and receive the benefits of the *Transfer Ticket* transfer while a matriculated student at the 4-year school. This scenario divides into three:

1. This student may have remaining requirements at the community college that are not easily available, such as certain lab science courses, including Organic Chemistry and Calculus-based Physics.

2. This student may have 15 or fewer credits remaining* to complete the *Transfer Ticket* degree and wants to move on to full-time study at the 4-year school.
3. This student may want to transfer at some point after completing the 15-credit residency requirement at the community college, yet still receive the benefits of a *Transfer Ticket*. This student will not be eligible for reverse transfer for a *Transfer Ticket*.**

Protocol

Only students who transfer with 15 or fewer credits remaining* in their *Transfer Ticket* degree and who complete those credits in the first semester at the 4-year school (with the exception of 2-semester science sequences; see #5 below) are eligible for *Transfer Ticket* benefits through reverse transfer or other means of completing the degree.**

1. A student who plans to receive the degree the semester before transfer and receives that degree as planned. This student will be given provisional status for transfer audit and advising prior to the awarding of the associate degree.
2. A student who plans to receive the degree the semester before transfer but fails to complete up to 15 credits of the *Transfer Ticket* associate degree requirements before arriving at the 4-year school. This student will be given provisional status until the beginning of the second semester after transfer. During that time, the student is expected to complete the remaining *Transfer Ticket* degree requirements, either (a) by enrolling simultaneously at the community college or (b) by using reverse transfer from the 4-year school back to the community college.
3. The student who applies for transfer and knows he will have 15 or fewer credits remaining to complete the *Transfer Ticket* degree at the community college. This student will be given provisional status until the beginning of the second semester after transfer. During that time, the student is expected to complete the remaining *Transfer Ticket* degree requirements, either (a) by enrolling simultaneously at the community college or (b) by using reverse transfer from the 4-year school back to the community college.
4. A student for whom a specific course or two has not been available at the community college and who plans to complete those courses during his first semester at the 4-year school. This student will be given provisional status until the beginning of the second semester after transfer. During that time, the student is expected to complete the remaining *Transfer Ticket* degree requirements by using reverse transfer from the 4-year school back to the community college.
5. A student who transfers intending to complete one or two sequences of two lab science courses at the 4-year school.* This student will be given up to two full-length semesters of provisional status; the second semester of provisional status can only be used to complete the second course in one or two science sequences.

*An exception can be made to the 15 or fewer remaining credit requirement for a student in the Chemistry *Transfer Ticket* pathway who did not have access to Organic Chemistry or Calculus-based Physics while at the community college. This student can remain provisional with up to 16 credits and complete these credits by the end of two full semesters at the CSU to which she transfers.

**Case-by-case exceptions can be made by the receiving institution.