

The Roger Phillips Transfer Act Report – ACT 182 of 2009 and the ACTS Transfer Report – ACT 672 of 2005

Roger Phillips Transfer Act Report

A new report, called the Transfer Act Report, will be required as a result of Act 182 of 2009 (The Roger Phillips Transfer Policy Act).

NOTE: ACT 182 compliance is only required for 4-year public institutions.

| No. | Field/Column | Description |
|-----|--|--|
| 1 | Receiving Institution's FICE Code | Same FICE Code as used in AHEIS/SISDB. This is the institution completing the report in which the student has transferred to. |
| 2 | Sending Institution's FICE Code | Same FICE Code as used in AHEIS/SISDB. This is the institution the student is transferring from. This FICE code should match the TRANSFER_FICE code used in the student table. |
| 3 | Academic Year | Same as used in AHEIS/SISDB. |
| 4 | Term | Same as used in AHEIS/SISDB. |
| 5 | Student SSN | Same as used in AHEIS/SISDB. |
| 6 | Transfer Degree | List the type of associate degree that transferred (AA, AS, or AAT) using the codes below. AA = Associate of Arts AS = Associate of Science ¹ AAT = Associate of Arts in Teaching No other degrees should be listed. This field relates to the TRANSFER_FICE field in the student table. |
| 7 | Total Transfer Hours Accepted | How many total credit hours were accepted as part of the transfer from the college referenced in the TRANSFER_FICE field? This is the total number of credit hours that the receiving institution would report on the student's transcript. (This number should not be less than 60.) |
| 8 | Total General Education Lower Division Credit Hours Added | How many <u>general education lower division credit hours</u> are required to be taken by the student in addition to those transferred with the AA, AS, or AAT degree for the student's proposed major? |
| 9 | Total General Education Lower Division Credit Hours Added Reason | State the reason additional credit hours were added. (According to the Act, these are the only acceptable reasons for requiring a student to take additional general education lower division courses.) <ol style="list-style-type: none"> 1. A prerequisite for courses in the transfer student's baccalaureate degree program; 2. A discipline-specific course that is required by the transfer student's baccalaureate degree program and the student has not completed a course at the two-year public institution of higher education that is comparable to the discipline-specific course at the four-year public institution of higher education in the Arkansas Course Transfer System; 3. A requirement of an independent licensing or accrediting body; 4. A grade of "D" was recorded and is not accepted by the receiving institution; or 5. A combination of 2 or more of the above reasons |

NOTE: This report will be cross-referenced to the CRHRS_COMPLETED field (a new field in the graduate report) and the MIN_CR_HRS and MAX_CR_HRS fields (both new fields in the Degree FICE

¹ Please see the Approved Transfer Program List for AS degrees at www.adhe.edu.

Year Table) in order to compare the total hours completed against the hours required for each credential.

- As part of this effort, the Academic Affairs Division of ADHE will be working with all colleges to update the Degree Inventory to update the Degree Fice Year Table with the MIN_CR_HRS (minimum credit hours) and MAX_CR_HRS (maximum credit hours) data for degree and certificate programs.
- In addition, CRHRS_COMPLETED (credit hours completed) will be a new field required as part of the graduate file.

File Name – The report should be named “RPTA_CollegeAbbr_AYXXXX.xls” where CollegeAbbr is the 3-5 letter institution abbreviation used in Appendix A and the AY is the Academic Year – all as used in the AHEIS/SISDB manual. For example: RPTA_UALR_AY2010.xls.

Blank Files – If an institution has no students to report, they should submit a blank report file simply showing the identification of their institution and the date – simply include a statement such as “NO STUDENTS TO REPORT.” This will indicate that you reviewed the situation and have no data to report as opposed to “we forgot to complete this report.”

DUE DATE: The report will be due each July for the previously completed academic year with the first report being due July 2010. A specific date will be provided in the AHEIS/SISDB manual.

All reporting institutions are to use the report template as prescribed by ADHE.

ACTS Transfer Report

According to Act 672 of 2005, all public institutions of higher education and any participating private institutions of higher education shall file a report annually within the Department of Higher Education identifying the number of students who requested transfer credit for a completed course in the State Minimum Core Curriculum (Arkansas Course Transfer System) but were not given credit.

NOTE: ACT 672 compliance is required for all public and private institutions that participate in the Arkansas Course Transfer System.

Therefore, the Act requires that all institutions of higher education (public and private including both 2-year and 4-year) must file an annual report to the Arkansas Department of Higher Education listing any and all students that did not receive transfer credit on an ACTS course.

| No. | Field/Column | Description |
|-----|---|---|
| 1 | Receiving Institution’s FICE Code | Same FICE Code as used in AHEIS/SISDB. This is the institution completing the report in which the student has transferred to. |
| 2 | Sending Institution’s FICE Code | Same FICE Code as used in AHEIS/SISDB. This is the institution the student is transferring from. This FICE code should match the TRANSFER_FICE code used in the student table. |
| 3 | Academic Year | Same as used in AHEIS/SISDB. |
| 4 | Term | Same as used in AHEIS/SISDB. |
| 5 | Student SSN | Same as used in AHEIS/SISDB. |
| 6 | ACTS Course Not Accepted | List the course index number(s) from the ACTS for the course that was not accepted by the receiving institution. |
| 7 | Reason the ACTS Course was NOT Accepted | List the reason(s) that the ACTS course was not accepted by the receiving institution. |

File Name – The report should be named “ACTS_CollegeAbbr_AYXXXX.xls” where CollegeAbbr is the 3-5 letter institution abbreviation used in Appendix A and the AY is the Academic Year – all as used in the AHEIS/SISDB manual. For example: ACTS_SEAC_AY2010.xls

Blank Files – If an institution has no students to report, then they should submit a blank report file simply showing the identification of their institution and the date. This will indicate that you reviewed the situation and have no data to report as opposed to “we forgot to complete this report.”

DUE DATE: The report will be due each July for the previously completed academic year with the first report being due July 2010.

All reporting institutions are to use the report template as prescribed by ADHE.

SPECIAL NOTES:

1. Due Dates for Both Reports: Both transfer reports will be due in or around July of each year for the previously completed academic year. Specific dates will be provided in the AHEIS/SISDB manual.
2. Time Frames for Reports: Both reports will be an annual report beginning with the Summer 2 term (term code 0) and ending with the Summer 1 Off-Schedule term (term code 7). However, the initial reports (due in July 2010) will only cover the time period from January 2010 through June 2010 (term codes 2, 3, 6, and 7). (This is due to the AHECB policy being approved in January 2010.) All reports thereafter will be for the entire academic year.
3. Special Situations: When special circumstances arise that call for an interpretation of reporting practice please contact the Planning and Accountability Division of ADHE for guidance. We will consult with the relevant officials and respond with appropriate guidance as soon as possible. Such clarifications will be included here for future reference.
 - a. Special Situation 1 (RPTA): A student with 60 hours only transferring with one or more grades of D in which the receiving institution normally does not accept – in this situation the grade(s) of D must be accepted since not accepting it would transfer less than 60 hours. The RPTA requires that the transferring student be considered as a junior (defined as a minimum of 60 credit hours). However, the receiving institution can require an additional course (repeating the same or equivalent course) to make up the grade of D provided that the additional course is reported (the reason cited would be “4. A grade of D was recorded and is not accepted by the receiving institution”). This applies only if the courses with grades of D would drop the total hours transferred to less than 60.

FILE SUBMISSIONS NOTE: Submitting the file – all institutions must use the <https://ft.adhe.edu> secure website for submitting this file to ADHE. They cannot be uploaded to <http://sis.adhe.edu>.

If you do not yet have access to <https://ft.adhe.edu>, please contact Paul Graziani at paulg@adhe.edu. (Only institutional research staff should have access to this site.) When you have transferred the file, please notify Sharon Butler via email at sharonb@adhe.edu. In addition, before submitting the file, IR staff should compare the report against the student file to ensure that the report is complete and correct.