

TRANSFER REPORT INSTRUCTIONS:

for 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). This report should be completed for all transfer-in students that received the designated AA, AS, or AAT degree in January 2010 or later. Report each such transfer student on one row of the report.

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 ¹ AS = Associate of Science ¹ AAT = Associate of Arts in Teaching No other degrees should be listed.
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	Degree Code of Major at Receiving Institution	Enter the degree code of the student's new major at the receiving institution. The degree code is a 4-digit number assigned by ADHE.
9	Total General Education Lower Division Credit Hours Added and <u>Required</u> by the Receiving Institution	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?
10	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

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

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 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 – All 4-year public institutions should usually have students to report, therefore, there should be no blank files submitted. However, in case this does happen, simply include a statement such as “NO STUDENTS TO REPORT” in the Receiving Institution’s FICE Code column. This will indicate that you reviewed the situation and have no data to report as opposed to “we forgot to complete this report.”

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. Therefore, only report those students that did not receive credit for a transferred ACTS course.

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 – simply include a statement such as “NO STUDENTS TO REPORT” in the Receiving Institution’s FICE Code column. This will indicate that you reviewed the situation and have no data to report as opposed to “we forgot to complete this report.”

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

SPECIAL NOTES:

1. Time Frames and Due Dates 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). Both reports should be due in August of each year. Specific dates will be provided in the AHEIS/SISDB manual.
 - a. RPTA: The first RPTA report will be due in **August 2011** and will cover the entire academic year of 2010-2011.
 - b. ACTS: The first ACTS report will cover the time period from January 2010 through June 2010 (term codes 2, 3, 6, and 7) and will be due in **August 2010**. All reports thereafter will be for the entire academic year.
2. 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 Relating to the Roger Phillips Transfer Act (RPTA)
 - (1) Special Situation – Transferring D Grades: The receiving four-year institution shall determine whether to accept a grade of “D” for academic course credit for a student transferring from any 2-year or 4-year public institution of higher education.
 - (2) Special Situation – Junior Status and D Grades: 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 any 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”).
 - (3) Special Situation – Student Course Elections: A student electing, but not required, to take additional lower level general education courses does not have to be reported or the institution may report this and refer to it as a “student elects to take additional course” (for the added course reason). The RPTA requires the institution to report the additional courses that the institution “requires” the student to take due to their bachelors program. This does not include courses that the student voluntarily elects to take.
 - (4) Special Situation – Seeking Baccalaureate Degree: Act 182 states that the transfer student must have received the designated AA, AS, or AAT degree and are transferring into “...a baccalaureate degree program...” Therefore, the students to be reported in the RPTA report shall include those students that are degree-seekers (not certificate-seekers) in a baccalaureate program having a degree level of 05.
 - (5) Special Situation – Undeclared Majors:
 - (a) If a transfer student (with the designated AA, AS, or AAT degree) has not declared a major but has declared as a degree-seeker (not certificate-seeker) in a

baccalaureate program having a degree level of 05, then the student should be reviewed and reported on the RPTA transfer report.

- (b) However, if a transfer student (with the designated AA, AS, or AAT degree) has not declared a major and has not declared as a degree-seeker (not certificate-seeker) in a baccalaureate program having a degree level of 05, then the student should not be reviewed nor reported on the RPTA transfer report.
- (c) For the student [part (a) above] that has not declared a major but has declared as a degree-seeker in a baccalaureate program having a degree level of 05, it would be expected that zero (0) additional hours would be required. It is suggested that the institution wait until the next semester before reviewing this student in order to give the student an opportunity to declare a major degree program.

b. Special Situations Relating to Arkansas Course Transfer System (ACTS)

- (1) Special Situation – Effective Date: The Arkansas Course Transfer System went into effect on December 1, 2006. Therefore, all general education courses listed in the ACTS since Dec. 1, 2006 would definitely apply to the reporting requirements.
- (2) Special Situation – Applicable Institutions: Act 672 of 2005 stated that "...Private institutions of higher education in Arkansas may participate in the State Minimum Core Curriculum..." Therefore, please check the ACTS web site to determine what institutions participate. All Arkansas public institutions of high education are required to participate.
- (3) Special Situation – Applicable Grades: The only transfer courses that are applicable to the ACTS transfer report are those general education courses in which the student received credit from another institution. Therefore, grades such as F, W, U, and other such grades in which the student did not receive credit for the course are not applicable to this report. Courses with successful grades (such as A, B, C, D, S, CR, etc.) are applicable to this report.
- (4) Special Situation – Students Requesting Transfer Credit: Act 672 states that the college is to report "...the number of students who requested transfer credit..." Therefore, students that do not request the transfer of credit do not have to be reported on the ACTS transfer report. However, the institution must have a process that documents explicitly whether or not the student requested transfer credit. If such a documented process is not present, then the institution should report all transfer students. It is strongly recommended that all degree- or certificate-seeking students automatically receive a review of their transcript for transferrable credit.

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.

Roger Phillips Transfer Act Report
Act 182 of 2009 (The Roger Phillips Transfer Policy Act)
 Name this file: RPTA_CollegeAbbr_AYXXXX.xls, such as RPTA_XYZ_AY2010.xls

COLLEGE: _____ **XYZ College**

REPORT IS FOR ACADEMIC YEAR : _____ **Academic Year 2010 (2009-2010)**

No.	1	2	3	4	5	6	7	8	9	10
No.	Receiving Institution FICE Code	Sending Institution FICE Code	Academic Year	Term (use term codes below)	Student SSN	Transfer Degree (AA, AAT, or AS Only)	Total Transfer Hours Accepted	Degree Code of Major at Receiving Institution	Total General Education Lower Division Credit Hours Added and <u>Required</u> by Receiving Institution	General Education Lower Division Credit Hours Added Reason (see below)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
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17										
18										
19										
20										

Insert additional rows as needed.

Codes for Term:

- 0 = Summer 2 On-Schedule
- 1 = Fall On-Schedule
- 2 = Spring On-Schedule
- 3 = Summer 1 On-Schedule
- 4 = Summer 2 Off-Schedule
- 5 = Fall Off-Schedule
- 6 = Spring Off-Schedule
- 7 = Summer 1 Off-Schedule

Codes for Transfer Degree:

- AA = Associate of Arts
- AS = Associated of Science
- AAT = Associate of Arts in Teaching

Codes for Acceptable Transfer Credit Hours Reason:

- 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

ACTS Transfer Report

Act 672 of 2005

Name this file: ACTS_CollegeAbbr_AYXXXX.xls, such as ACTS_XYZ_AY2010.xls

Act 672 of 2005 requires that all public institutions file a report annually with ADHE concerning students who transfer from and to their institutions. In keeping with that requirement, please provide the following information.

INSTRUCTIONS: Identify the student who requested a transfer credit for a completed ACTS course who were not given credit. Provide the student's SSN, the ACTS course, and the reason why the ACTS was not accepted.

COLLEGE: XYZ College

REPORT IS FOR ACADEMIC YEAR : Academic Year 2010 (2009-2010)

No.	Receiving Institution FICE Code	Sending Institution FICE Code	Academic Year	Term (use term codes below)	Student SSN	ACTS Course Not Accepted	Reason the ACTS Course was NOT Accepted
1							
2							
3							
4							
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6							
7							
8							
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26							

ACTS Transfer Report

Act 672 of 2005

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INSTRUCTIONS: Identify the student who requested a transfer credit for a completed ACTS course who were not given credit. Provide the student's SSN, the ACTS course, and the reason why the ACTS was not accepted.

COLLEGE: XYZ College

REPORT IS FOR ACADEMIC YEAR : Academic Year 2010 (2009-2010)

No.	Receiving Institution FICE Code	Sending Institution FICE Code	Academic Year	Term (use term codes below)	Student SSN	ACTS Course Not Accepted	Reason the ACTS Course was NOT Accepted
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
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Codes for Term:

- | | |
|--------------------------|---------------------------|
| 0 = Summer 2 On-Schedule | 4 = Summer 2 Off-Schedule |
| 1 = Fall On-Schedule | 5 = Fall Off-Schedule |
| 2 = Spring On-Schedule | 6 = Spring Off-Schedule |
| 3 = Summer 1 On-Schedule | 7 = Summer 1 Off-Schedule |

FICE Codes for Arkansas Colleges

#	Inst. Type	College Abbr.	College Name	Fice Code
1	4-Year Public	ASUJ	Arkansas State University - Jonesboro	001090
2	4-Year Public	ATU	Arkansas Tech University	001089
3	4-Year Public	HSU	Henderson State University	001098
4	4-Year Public	SAUM	Southern Arkansas University - Magnolia	001107
5	4-Year Public	UAF	University of Arkansas Fayetteville	001108
6	4-Year Public	UAFS	University of Arkansas - Fort Smith	001110
7	4-Year Public	UALR	University of Arkansas at Little Rock	001101
8	4-Year Public	UAM	University of Arkansas at Monticello	001085
9	4-Year Public	UAMS	University of Arkansas for Medical Sciences	001109
10	4-Year Public	UAPB	University of Arkansas at Pine Bluff	001086
11	4-Year Public	UCA	University of Central Arkansas	001092

#	Inst. Type	College Abbr.	College Name	Fice Code
12	2-Year Public	ANC	Arkansas Northeastern College	012860
13	2-Year Public	ASUB	Arkansas State University - Beebe	001091
14	2-Year Public	ASUMH	Arkansas State University - Mountain Home	901090
15	2-Year Public	ASUN	Arkansas State University - Newport	011949
16	2-Year Public	BRTC	Black River Technical College	020522
17	2-Year Public	CCCUA	Cossatot Community College of the UA	022209
18	2-Year Public	EACC	East Arkansas Community College	012260
19	2-Year Public	MSCC	Mid-South Community College	023482
20	2-Year Public	NAC	North Arkansas College	012261
21	2-Year Public	NPCC	National Park Community College	012105
22	2-Year Public	NWACC	Northwest Arkansas Community College	030633
23	2-Year Public	OTC	Ouachita Technical College	009976
24	2-Year Public	OZC	Ozarka College	020870
25	2-Year Public	PCCUA	Phillips Community College /UA	001104
26	2-Year Public	PTC	Pulaski Technical College	020753
27	2-Year Public	RMCC	Rich Mountain Community College	021111
28	2-Year Public	SACC	South Arkansas Community College	020746
29	2-Year Public	SAUT	Southern Arkansas University - Tech	007738
30	2-Year Public	SEAC	Southeast Arkansas College	005707
31	2-Year Public	UACCB	UA Community College at Batesville	020735
32	2-Year Public	UACCH	UA Community College at Hope	005732
33	2-Year Public	UACCM	UA Community College at Morrilton	005245

#	Inst. Type	College Abbr.	College Name	Fice Code
34	Private	ABC	Arkansas Baptist College	001087
35	Private	CBC	Central Baptist College	001093
36	Private	CRC	Crowley's Ridge College	001095
37	Private	HC	Hendrix College	001099
38	Private	HU	Harding University	001097
39	Private	JBU	John Brown University	001100
40	Private	LC	Lyon College	001088
41	Private	OBU	Ouachita Baptist University	001102
42	Private	PSC	Philander Smith College	001103
43	Private	UO	University of the Ozarks	001094
44	Private	WBC	Williams Baptist College	001106

#	Inst. Type	College Abbr.	College Name	Fice Code
46	Vocational	ASUTC	Arkansas State University Technical Center	007043
47	Vocational	AVTI	AR Valley Technical Institute	005249
48	Vocational	BSN	Baptist Health Schools Little Rock	031052
49	Vocational	CBTI	Cotton Boll Technical Institute	005250
50	Vocational	CRTI	Crowley's Ridge Tech Institute	013583
51	Vocational	FETI	Forest Echo Technical Institute	014004
52	Vocational	FTI	Foothills Technical Institute	005319
53	Vocational	GRTI	Great Rivers Vo - Tech	014043
54	Private	HSN	Har-Ber School of Nursing	666666
55	Vocational	JSN	Jefferson School of Nursing	016498
56	Vocational	NTI	Northwest Tech Institute	014044
57	Vocational	QTI	Quapaw Technical Institute	010848

ACTS Courses

Course Index Number	Course Name
ACCT 2003	Principles of Accounting I
ACCT 2013	Principles of Accounting II
ANTH 1013	Introduction to Anthropology
ANTH 2013	Cultural Anthropology
ARTA 1003	Art Appreciation
ARTA 2003	Art History Survey I
ARTA 2103	Art History Survey II
BIOL 1004	Biology for Non-Majors
BIOL 1014	Biology for Majors
BIOL 1024	Botany for Non-Majors
BIOL 1034	Botany for Majors
BIOL 1054	Zoology
BIOL 2004	Introductory Microbiology
BIOL 2404	Human Anatomy and Physiology I
BIOL 2414	Human Anatomy and Physiology II
BLAW 2003	Legal Environment of Business
BUS 1013	Introduction to Business
BUS 1103	Keyboarding
BUS 2013	Business Communications
BUS 2103	Business Statistics
CHEM 1004	Chemistry I for General Education
CHEM 1214	Chemistry I for Health Related Professions
CHEM 1224	Chemistry II for Health Related Professions
CHEM 1414	Chemistry I for Science Majors
CHEM 1424	Chemistry II for Science Majors
CPSI 1003	Introduction to Computers
CRJU 1023	Introduction to Criminal Justice
DRAM 1003	Theatre Appreciation
ECON 2103	Principles of Macroeconomics
ECON 2203	Principles of Microeconomics
ENGL 1013	Composition I
ENGL 1023	Composition II
ENGL 2013	Introduction to Creative Writing
ENGL 2023	Introduction to Technical Writing
ENGL 2113	World Literature I
ENGL 2123	World Literature II
ENGL 2213	Western Literature I
ENGL 2223	Western Literature II
ENGL 2653	American Literature I
ENGL 2663	American Literature II
ENGL 2673	British Literature I
ENGL 2683	British Literature II
FREN 1013	French I
FREN 1023	French II
FREN 2013	French III
FREN 2023	French IV
GEOG 1103	Introduction to Geography
GEOG 1113	Human Geography
GEOG 2103	World Regional Geography
GEOG 2113	Cultural Geography

ACTS Courses

Course Index Number	Course Name
GEOG 2223	Physical Geography
GEOL 1114	Physical Geology
GEOL 1124	Environmental Geology
GEOL 1134	Historical Geology
GERM 1013	German I
GERM 1023	German II
GERM 2013	German III
GERM 2023	German IV
HEAL 1003	Personal Health
HIST 1113	World Civilizations I
HIST 1123	World Civilizations II
HIST 1213	Western Civilization I
HIST 1223	Western Civilization II
HIST 2113	United States History I
HIST 2123	United States History II
MATH 1003	College Math
MATH 1103	College Algebra
MATH 1203	Plane Trigonometry
MATH 1305	Pre-Calculus
MATH 2103	Introduction to Statistics
MATH 2203	Survey of Calculus
MATH 2405	Calculus I
MATH 2505	Calculus II
MATH 2603	Calculus III
MKTG 2003	Principles of Marketing
MUSC 1003	Music Appreciation
PHIL 1003	Introduction to Critical Thinking
PHIL 1103	Philosophy
PHSC 1004	Physical Science
PHSC 1104	Earth Science
PHSC 1204	Introduction to Astronomy
PHYS 2014	Algebra/Trigonometry-Based Physics I
PHYS 2024	Algebra/Trigonometry-Based Physics II
PHYS 2034	Calculus-Based Physics I
PHYS 2044	Calculus-Based Physics II
PLSC 2003	American National Government
PLSC 2103	State and Local Government
PSYC 1103	General Psychology
PSYC 2103	Developmental Psychology
SOCI 1013	Introduction to Sociology
SOCI 2013	Social Problems
SPAN 1013	Spanish I
SPAN 1023	Spanish II
SPAN 2013	Spanish III
SPAN 2023	Spanish IV
SPCH 1003	Introduction to Oral Communication