

The logo features a stylized American flag icon to the left of the word "TENNESSEE" in blue, uppercase letters. Below this, the words "REVERSE TRANSFER" are written in a large, bold, red, uppercase font.

TENNESSEE
REVERSE TRANSFER


Appendix: Student Emails

(Last Updated 5/10/2019; New logo added)

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Invitation to Opt-in



Dear John:

Thank you for transferring to The University of Tennessee, Knoxville.

Our academic records indicate you could now be eligible to receive your associate degree through [Tennessee's Reverse Transfer program](#). Through this program, your credits from Pellissippi State Community College will be combined with credits earned here to determine if your coursework completes the degree.

The associate degree you started at Pellissippi State Community College could be awarded to you at no cost while you continue working toward your bachelor's degree here!

To determine if you meet the requirements for an associate degree and to facilitate the recording of any degree awarded, we need your electronic consent to: 1) share your The University of Tennessee, Knoxville courses, grades, and transcript with the registrar's office at Pellissippi State Community College for a preliminary evaluation of your combined credits; 2) allow your former 2-year institution to send a copy of your transcript to us, if it is requested; and 3) allow your former 2-year school to request a transcript from any other institution you may have attended, including high school. Please [click here](#) to opt-in by 7/29/2016. **You can change your mind at any time prior to the degree award, by contacting Pellissippi State Community College.**

The confidentiality of your academic history is protected by federal law and your information will not be used for any other purpose than this screening and degree requirement confirmation. If you have not completed all of the requirements for the associate degree, you will be reconsidered next semester as you continue to complete your bachelor's degree.

You do not have to participate. [Click here](#) if you do not grant access to your courses and grades. **You can change your mind and decide to opt-in by 7/29/2016.**


However, if you have already earned a degree, why not receive it?

Questions? Please visit the Tennessee Reverse Transfer website: <http://tnreversetransfer.org/> or contact Ask@TNReverseTransfer.org.

Sincerely,
Office of the Registrar
The University of Tennessee, Knoxville

RTS contacts students that may be eligible to receive an Associate's degree. The student must provide electronic consent to share their information from their current four-year institution with the two-year institution they transferred from. The student may choose to accept this and opt in, or decline and opt out.

Reminder to Opt-in



Dear John:

Thank you for transferring to The University of Tennessee, Knoxville.

Our academic records indicate you could now be eligible to receive your associate degree through [Tennessee's Reverse Transfer program](#). Through this program, your credits from Pellissippi State Community College will be combined with credits earned here to determine if your coursework completes the degree.

Why should you participate in the Reverse Transfer program now that you are enrolled in a bachelor's degree? It's simple—you may have already earned the degree, so why not receive it?

The associate degree you started at Pellissippi State Community College could be awarded to you at no cost while you continue working toward your bachelor's degree here!

To determine if you meet the requirements for an associate degree and to facilitate the recording of any degree awarded, we need your electronic consent to: 1) share your The University of Tennessee, Knoxville courses, grades, and transcript with the registrar's office at Pellissippi State Community College for a preliminary evaluation of your combined credits; 2) allow your former 2-year institution to send a copy of your transcript to us, if it is requested; and 3) allow your former 2-year school to request a transcript from any other institution you may have attended, including high school. Please [click here](#) to opt-in by 7/29/2016. **You can change your mind at any time prior to the degree being awarded by contacting Pellissippi State Community College.**

You do not have to participate. [Click here](#) if you do not grant access to your courses and grades from The University of Tennessee, Knoxville. You can change your mind and decide to opt-in by 7/29/2016.

The confidentiality of your academic history is protected by federal law and your information will not be used for any other purpose than to determine if you meet the requirements for an associate degree. If you have not completed all of the requirements for the associate degree, you will be reconsidered next semester as you continue to complete your bachelor's degree.


If you have already earned a degree, why not receive it?

Questions? Please visit the Tennessee Reverse Transfer website: <http://tnreversetransfer.org/> or contact Ask@TNReverseTransfer.org.

Sincerely,
Office of the Registrar
The University of Tennessee, Knoxville

RTS will send a reminder email to students that have not chosen to opt in or decline participating after the initial notification.

Acknowledgement



Dear John,

Thank you for choosing to participate in the Reverse Transfer associate degree program giving permission for The University of Tennessee, Knoxville to contact Pellissippi State Community College, your Associate degree awarding institution. During this process, your course work and grades from both Pellissippi State Community College and The University of Tennessee, Knoxville will be combined.

In order to earn a degree from Pellissippi State Community College, you must have:

- Earned 15.00 or more credits at Pellissippi State Community College
- Earned a 2.00 or higher GPA at Pellissippi State Community College
- Earned a combined total of 60 credits or more that meet a designated associate degree path
- Fulfilled the associate degree requirements as determined by the records office

You have agreed to:

- Share all of your courses, grades, and transcripts from The University of Tennessee, Knoxville with the registrar's office at Pellissippi State Community College for a preliminary evaluation of your combined credits
- Allow Pellissippi State Community College to send a copy of your transcript to The University of Tennessee, Knoxville, if requested
- Allow Pellissippi State Community College to request a transcript from any other institution you may have attended, including previously attended high school(s) for the purpose of awarding a reverse transfer associate degree, if you meet the degree requirements

Your final degree status will be determined by Pellissippi State Community College. In the event the degree is awarded, you have provided the following contact information:


- **Name:** John Zabrenski
- **Telephone Number:** 555-123-1234
- **Current Email:** jzdemo+1@academyone.com
- **Mailing Address:**
- 123 Main Street Malvern, PA 19355

You may change your mind about the Reverse Transfer process at any time prior to the receipt of the degree by contacting the Registrar Office at your two-year school directly.

Questions? Please visit the Tennessee Reverse Transfer website:
www.tnreversetransfer.org or contact Ask@TNReverseTransfer.org.

RTS will notify the student when they have opted in to the cycle. The agreements and requirements for participating and obtaining the degree are also listed in this email. The contact information the student entered is also displayed.

Ineligible Credits

 TENNESSEE
REVERSE TRANSFER

Dear John,

Thank you for participating in Tennessee Reverse Transfer.

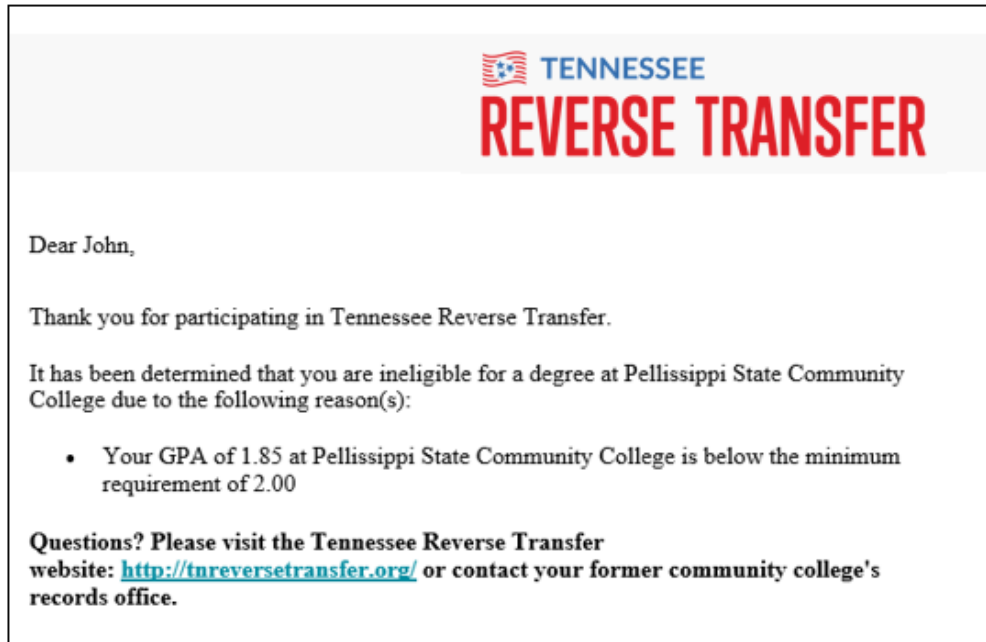
It has been determined that you are ineligible for a degree at Pellissippi State Community College due to the following reason(s):

- Your total credits of 12.00 at Pellissippi State Community College do not meet the school's residency requirement

Questions? Please visit the Tennessee Reverse Transfer website: <http://tnreversetransfer.org/> or contact your former community college's records office.

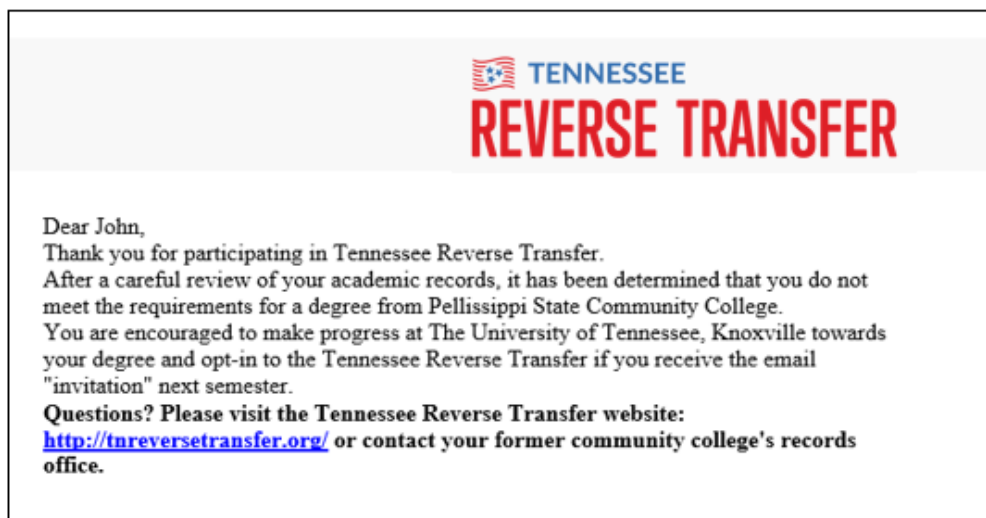
If a student's total credits at the two-year institution does not meet the school's requirement, RTS will notify the student that they are ineligible for the degree.

Ineligible GPA



If the student's GPA at the two-year institution does not meet the minimum requirement, RTS will notify the student that they are ineligible for the degree.

No Degree Awarded




RTS notifies students that do not meet requirements for an Associate's degree at the two-year institution for this cycle. It also reminds them that they may be invited to participate if eligible in the next RTS cycle.

As of Fall 2018 Cycle: For Pre Opt-in Students

Beginning with the Fall 2018 RTS Cycle, students will have had the option to have opted in to RTS via transfer admissions applications or other means. These "Pre Opt-in" students will receive different notification emails than students who have never opted-in.

First Notification in a Cycle to Pre Opt-in Students



Dear John:

Thank you for transferring to University of Memphis.

Our academic records indicate you could now be eligible to receive your associate degree through [Tennessee's Reverse Transfer program](#). Through this program, your credits from Pellissippi State Community College will be combined with credits earned here to determine if your coursework completes the associate degree. The associate degree you started at Pellissippi State Community College could be awarded to you at no cost while you continue working toward your bachelor's degree here!

You have previously opted into this process on either your community college or transfer admissions application.

As a reminder, your permission allows University of Memphis and Pellissippi State Community College to exchange transcripts and/or request transcripts from any other institution you have attended (including high school) for the purpose of the reverse transfer degree evaluation. Please [click here](#) by 1/16/2018 to update your personal and contact information, which may be needed for receiving your diploma.

Although you have already opted in, you do not have to participate and can opt out at any time. [Click here](#) before 1/16/2018 if you do not now wish to grant access to your courses and grades at University of Memphis. After 1/16/2018 you may opt out by contacting Pellissippi State Community College.

The confidentiality of your academic history is protected by federal law and your information will not be used for any purpose other than that given by your specific consent agreement. If it is determined that you have not completed all of the requirements for the associate degree at this point, you will be reconsidered next semester as you continue to complete your bachelor's degree.


Questions? Please visit the Tennessee Reverse Transfer website: <http://tnreversetransfer.org/> or contact Ask@TNReverseTransfer.org.

Sincerely,

Office of the Registrar
University of Memphis

RTS contacts students that have opted in to the Reverse Transfer process in either their community college or transfer admissions application. The email informs the student that their current four-year institution and two-year institution may exchange transcript information with each other, or from other institutions the student previously attended. The email also allows the student to update contact information or opt out of the process.

Reminder to Pre Opt-in Students

 TENNESSEE
REVERSE TRANSFER

Dear John:

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Our academic records indicate you could now be eligible to receive your associate degree through [Tennessee's Reverse Transfer program](#). Through this program, your credits from Pellissippi State Community College will be combined with credits earned here to determine if your coursework completes the associate degree. The associate degree you started at Pellissippi State Community College could be awarded to you at no cost while you continue working toward your bachelor's degree here!

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As a reminder, your permission allows University of Memphis and Pellissippi State Community College to exchange transcripts and/or request transcripts from any other institution you have attended (including high school) for the purpose of the reverse transfer degree evaluation. Please [click here](#) by 1/16/2018 to update your personal and contact information, which may be needed for receiving your diploma.

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Questions? Please visit the Tennessee Reverse Transfer website: <http://tnreversetransfer.org/> or contact Ask@TNReverseTransfer.org.

Sincerely,

Office of the Registrar
University of Memphis

If a Pre Opt-in student has not updated their contact information, RTS sends a reminder email to them. The email reminds the student that their current four-year institution and two-year institution may exchange transcript information with each other or from other institutions the student previously attended. The email also allows the student to update contact information or opt out of the process.

Acknowledgement



Dear John,

Thank you for choosing to participate in the Reverse Transfer associate degree program giving permission for The University of Tennessee, Knoxville to contact Pellissippi State Community College, your Associate degree awarding institution. During this process, your course work and grades from both Pellissippi State Community College and The University of Tennessee, Knoxville will be combined.

In order to earn a degree from Pellissippi State Community College, you must have:

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- Earned a 2.00 or higher GPA at Pellissippi State Community College
- Earned a combined total of 60 credits or more that meet a designated associate degree path
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You have agreed to:

- Share all of your courses, grades, and transcripts from The University of Tennessee, Knoxville with the registrar's office at Pellissippi State Community College for a preliminary evaluation of your combined credits
- Allow Pellissippi State Community College to send a copy of your transcript to The University of Tennessee, Knoxville, if requested
- Allow Pellissippi State Community College to request a transcript from any other institution you may have attended, including previously attended high school(s) for the purpose of awarding a reverse transfer associate degree, if you meet the degree requirements

Your final degree status will be determined by Pellissippi State Community College. In the event the degree is awarded, you have provided the following contact information:

Name: John Zabrenski
Telephone Number: 555-123-1234
Current Email: jzdemo+1@academyone.com
Mailing Address:
123 Main Street
Malvern, PA 19355

You may change your mind about the Reverse Transfer process at any time prior to the receipt of the degree by contacting the Registrar Office at your two-year school directly.

Questions? Please visit the Tennessee Reverse Transfer website:
www.tnreversetransfer.org or contact Ask@TNReverseTransfer.org.

RTS will notify the student when they have updated their contact information. The agreements and requirements for participating and obtaining the degree are also listed in this email. The contact information the student entered is also displayed.