

## Reverse Transfer Agreement

For

## Associate Degree Completion

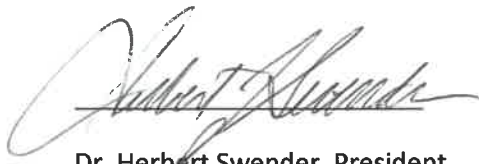
### Garden City Community College and Kansas Wesleyan University

The purpose of this Agreement is to permit eligible and interested students to transfer certain course work from Kansas Wesleyan University (KWU) to Garden City Community College (Garden City) to complete requirements for a Garden City degree. This process is called reverse transfer. KWU and Garden City have entered into this Reverse Transfer Agreement and by the signatures affixed hereto, certify the following:

1. KWU and Garden City are active educational partners in providing educational opportunities for currently enrolled and potential students of both institutions. Each institution will maintain the integrity of their separate programs and enter into this agreement as equal partners.
2. Students enrolled at KWU who previously attended Garden City, meet the Garden City resident credit requirement, and transfer 45 or more credit hours to KWU are eligible for reverse transfer credit to facilitate Garden City degree completion.
3. Separate academic records for students will be maintained at each institution.
4. Authorized employees of KWU and Garden City will have necessary access to personally identifiable information about the students who are eligible for reverse transfer credit for a Garden City degree. KWU and Garden City agree that their respective authorized employees will have a legitimate educational interest in the educational records of the students being served. KWU and Garden City shall take reasonable steps to ensure that their respective counselors, employees, and administrators maintain the confidentiality of all student information as required by FERPA. This provision shall survive any eventual termination of this Agreement.
5. KWU shall notify all students who transfer a minimum of 45 credit hours of coursework from Garden City (or combination of accumulated hours from other accredited institutions) of the existence and purpose of this Agreement. This notification to students shall occur during the student's first semester at KWU. The notification will communicate KWU assumes the student will participate unless he or she provides written notification to the contrary.
6. KWU will issue an official transcript to Garden City at the end of each semester on behalf of any impacted student.
7. Upon receipt of an official KWU transcript, Garden City will conduct a degree audit of each affected student and evaluate all coursework that may assist in the completion of the student's associate degree. Students who meet all degree requirements are eligible to receive a Garden City degree. Garden City will notify each affected student that he or she is eligible to receive an associate degree. Upon completion of the degree, Garden City will issue an official transcript back to KWU thereby providing formal record of associate degree completion and indicating cessation of KWU's need to send a transcript each semester.

8. KWU and Garden City agree to cooperate in communicating with each other and with their common and respective communities concerning the relationship between the two institutions.
9. KWU and Garden City agree to acknowledge and recognize the reverse transfer program on each institution's website and via other marketing and publicity methods.
10. KWU and Garden City agree to promptly communicate with each other any future curriculum changes, policy changes, or resident credit requirements that will affect this Agreement.
11. Each semester, KWU will promote to eligible students the existence and purpose of the Agreement which is to encourage completion of the Garden City degree.
12. Each institution will designate an employee who will serve as the point of contact for administration of this Agreement.
13. This Agreement shall be governed by and construed in accordance with all Federal regulations and shall not be an exclusive relationship between the parties.

EXECUTED AS FOLLOWS:



Dr. Herbert Swender, President  
Garden City Community College

12-6-16

Date



Dr. Matt Thompson, President  
Kansas Wesleyan University

12/5/16

Date