

Reverse Transfer Agreement Procedure

The member institutions of the Kansas Independent College Association (hereinafter "University/College") and Community Colleges (hereinafter "CC") wish to increase the educational attainment of Kansas college students, enhance the number and quality of learning options at the institutions, and provide a more seamless transfer process for students. This process is called reverse transfer. These institutions have entered into this Reverse Transfer Agreement (hereinafter "Agreement") and hereby agree as follows:

PRINCIPLES:

1. The Universities/Colleges and Community Colleges 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.

ELIGIBILITY:

2. Students enrolled at University/College will be eligible for reverse transfer credit to facilitate the completion of the associate degree at CC provided they meet all of the following conditions:
 - i. previously attended CC OR are currently enrolled at CC;
 - ii. meet CC resident credit requirement;
 - iii. have been granted transfer credit at University/College of a minimum of 45 credit hours for coursework completed at CC (or combination of 45 accumulated hours from other accredited institutions and CC).
3. University/College will provide to CC a list of students determined to be eligible to be notified of the existence and purpose of this Agreement. In such cases as a student has completed coursework at multiple institutions, the University/College will send the student's reverse transfer data to the last CC of record before entering the University/College.
4. All eligible students shall be subject to the policy/policies at the particular University/College dealing with submission of official transcripts in order to meet transfer application requirements.

MARKETING AND STUDENT PARTICIPATION:

1. University/College shall notify each student who transfers a minimum of 45 credit hours of coursework from CC (or combination of 45 accumulated hours from other accredited institutions and CC) of the existence and purpose of this Agreement and ascertain the student's interest in participation in the reverse transfer process. The University/College shall provide this notification to students during the first semester the student is enrolled at University/College and may be provided at additional points during the student's enrollment at the University/College's discretion.
2. University/College will afford each eligible student the opportunity to choose to participate (opt-in) during the institution's enrollment and orientation process for the subsequent academic term. Only students who choose to participate will be considered for reverse transfer degree status. Students must choose to opt-in each academic year in order to ensure compliance with any changes to FERPA and/or the changes to the student's decisions regarding her/his rights under FERPA.
3. University/College and CC agree to acknowledge and recognize the reverse transfer program on each institution's website and via other marketing and publicity methods.

TRANSCRIPT TRANSMISSION:

1. Within 30 days following the conclusion of University/College's academic year, University/College will provide an official University/College transcript to last CC of record for each eligible student enrolled at University/College who has completed sufficient credits to meet the minimum total credit hours to qualify for an

associate's degree at CC. Each University/College may elect to provide such transcripts more frequently (the end of each academic semester, term, etc.) as fits their capacity and academic calendar and at their discretion, provided such transmission is within 30 days of the close of the relevant term.

2. Upon receipt of an official University/College transcript, CC 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 at CC and communicate the outcome of this degree audit to University/College. Students who satisfy the requirements of this degree audit are eligible to receive a CC associate degree.
3. CC will provide each University/College a list of students at that University/College who, through this Agreement, are recipients of an associate degree.
4. The student is responsible for any and all costs incurred for transmission of transcripts unless University/College policies state otherwise.

COORDINATION, STUDENT RECORDS MAINTANANCE, PRIVACY AND FERPA:

5. Each institution will designate the Registrar who will serve as the point of contact for administration of this Agreement.
6. University/College and CC shall communicate with each other and with their common and respective communities concerning the relationship between the institutions.
7. University/College and CC agree to promptly communicate with each other any future curriculum changes, policy changes, or resident credit requirements that will affect this Agreement.
8. Separate academic records for each student shall be maintained at each institution of attendance.
9. Authorized employees of University/College and CC will have necessary access to personally identifiable information about the students who are eligible for reverse transfer credit for a CC associate degree. Both University/College and CC shall take reasonable steps to ensure the confidentiality of all student information as required by the Family Educational Rights and Privacy Act (FERPA).
10. Receipt of degree from CC due to this reverse transfer agreement shall not grant a student permission to apply for or receive transfer credits from University/College for any CC coursework taken that received grades of D+ or below (or their equivalent) unless specifically authorized by separate agreement between University/College and CC.
11. This agreement shall be governed by and construed in accordance with policies of the University/College, CC and Federal regulations; and shall not be an exclusive relationship between the parties.