



## **Reverse Transfer Agreement for Associate Degree Completion Pittsburg State University and Kansas City Kansas Community College**

Pittsburg State University (PSU) and Kansas City Kansas Community College (KCKCC) wish to facilitate the transfer of students, enhance the number and quality of learning options at the institutions, and provide a seamless transfer process for students. PSU and KCKCC have entered into this Reverse Transfer Agreement (hereinafter "Agreement") and hereby agree as follows:

1. PSU and KCKCC 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. PSU understands KCKCC's mission of educating members of its service area and awarding two-year associate degrees. The purpose of this Agreement is to permit eligible and interested students to transfer certain course work from PSU back to KCKCC to complete requirements for the associate degree. This process is called reverse transfer.
3. Students enrolled at PSU who (i) previously attended KCKCC or are currently enrolled at KCKCC and (ii) meet KCKCC's resident credit requirements, which is to complete 9 of the last 24 credit hours of their degree at KCKCC and (iii) transfer a minimum of 45 credit hours to PSU will be eligible for reverse transfer credit to facilitate AA, AS, or AAS degree completion.
4. Separate academic records for students will be maintained at each institution.
5. Authorized employees of PSU and KCKCC will have access to personally identifiable information about the students who are eligible for reverse transfer credit for the associate degree completion program. PSU and KCKCC agree that their respective authorized employees will have a legitimate educational interest in the records of the students being served. PSU and KCKCC shall take reasonable steps to ensure that their respective counselors, employees, and administrators maintain the confidentiality of all student information as required by the Family & Educational Rights and Privacy Act. This provision shall survive termination of this Agreement.
6. PSU shall notify all students who transfer a minimum of 45 credit hours of coursework from KCKCC (or combination of accumulated hours from other accredited institutions) to PSU of the existence and purpose of this Agreement to ascertain the student's interest in participation. This notification to students shall occur during the student's first semester at PSU.
7. Upon receipt of an official PSU transcript, KCKCC 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 KCKCC. Students who meet all degree requirements are eligible to receive a KCKCC degree. KCKCC will notify each affected student that he or she is eligible to receive an associate degree.
8. PSU and KCKCC agree to cooperate in communicating with each other and with their common and respective communities concerning the relationship between the two institutions. PSU and KCKCC agree to acknowledge and recognize the reverse transfer program on each institution's website and via other marketing and publicity methods.
9. PSU and KCKCC agree to promptly communicate with each other any future curriculum changes, policy changes, or resident credit requirements that will affect this Agreement.


10. PSU will provide to KCKCC a list of students determined to be eligible to be notified of the existence and purpose of the Agreement; KCKCC will provide PSU a list of students who, through the Agreement, are recipients of an associate degree.
11. Each institution will designate an employee who will serve as the point of contact for administration of this Agreement.
12. This Agreement shall be governed by and construed in accordance with policies of the Kansas Board of Regents.
13. Neither KCKCC nor PSU waives or relinquishes any immunity or defense on behalf of itself, its officers or employees as a result of the execution of this Agreement or its performance under this Agreement.
14. This Agreement will become effective upon approval by Chief Academic Officer for each institution will commence immediately thereafter.
15. Either party may terminate this agreement by providing written notice to the Chief Academic Officer at the other institution at least 180 days prior to termination.


In the event of termination:

- a. No new students will be permitted to participate in the reverse transfer program.
- b. Both parties will complete obligations in progress prior to the effective date of termination.
- c. Students who are currently enrolled on the effective date of the termination shall be allowed to continue their programs in accordance with the terms and conditions in effect prior to termination.
- d. The right of either institution to receive educational records through this program ends once all eligible students have completed their programs.

EXECUTED AS FOLLOWS:

Agreed to this 25 day of February, 2013.

  
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Dr. Steven A. Scott  
President  
Pittsburg State University

  
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Dr. Doris F. Givens  
President  
Kansas City Kansas Community College