



Memorandum of Understanding on Reverse Transfer in the State of West Virginia August 1, 2018

This memorandum of understanding is by and between the West Virginia Community and Technical College System (WVCTCS) colleges within the State of West Virginia who elect to participate in the exchange of information that provides a seamless transfer process for students who meet identified criteria for the completion of their approved associate degree. This collaboration contains the fundamental elements necessary for Reverse Transfer between institutions with the support of the National Student Clearinghouse (NSC).

I. REVERSE TRANSFER

Reverse transfer assists students who earned credits that applied towards an associate degree while enrolled at a community college but who did not complete sufficient credits to earn their associate degree. These students then pursued their education at a four-year institution. This agreement is designed to allow these students to transfer credits earned at four-year institution back to the community college to complete their associate degree. It also helps meet the overall goal of President Obama's College Completion Agenda, which calls for all institutions of higher education to increase the number of college graduates.

Students will be *eligible* for reverse transfer when they have met the following criteria:

- a. Have earned at least 15 semester credit hours from a member institution in the West Virginia Community and Technical College System.
- b. Have earned at least 3 semester credit hours from the four-year institution.
- c. Be in "good standing" at the WVCTCS college to which the credits will be transferred.

Students transferring from a WVCTCS college to a four-year institution will be required to meet the admission standards established for all transfer students to that specific institution.

Participating institutions will sign a Reverse Transfer Participation Agreement with The National Student Clearinghouse (NSC). The NSC will assign each institution the profile of a host or degree granting institution (DGI). NSC will uphold FERPA compliant communications and data exchange.

Student consent will be obtained prior to any data exchange. This will facilitate a high touch outreach from colleges inviting students to reverse their credit and receive an associate degree. The WVCTCS college will provide all advising in the area of reverse transfer and prepare students for transitioning to the four-year institution with the caveat that they can obtain an associate degree in the future provided all degree requirements are met.

II. IMPLEMENTATION

Participating institutions will sign an agreement with NSC that authorizes them to receive files containing specific transfer information via a secured FTP. These files will then be distributed to the appropriately assigned institution to be used to award an associate degree.

Specifics concerning file lay-out, technical specifications, and delivery are clearly outlined in NSC guide for participants.

III. TERMINATION


At any time a participating institution may terminate this agreement upon ninety days written notice to all other institutions. If the agreement is terminated during an academic term, currently enrolled students will be allowed to finish the coursework required to complete their associate degree under this agreement.

In the event of termination of this agreement, the participating institution will admit no new college transfer students expecting to benefit from the terms of the agreement after the 90 day notice takes effect.

IV. FORMAL CONSENT

The individuals executing this agreement on behalf of each institution acknowledge that they are duly authorized to execute this agreement. By signature below, all parties hereby acknowledge that they have read and endorse this agreement.

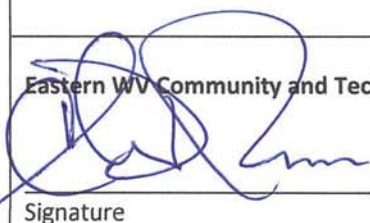
Participating West Virginia Community and Technical Colleges

BridgeValley Community and Technical College	Blue Ridge Community and Technical College
_____ Signature _____ Date _____ NAME Dr. Eunice Bellinger, President	 _____ Signature _____ Date 8/14/18 NAME Dr. Peter Checkovich, President
Eastern WV Community and Technical College	Mountwest Community and Technical College
_____ Signature _____ Date _____ NAME Dr. Chuck Terrell, President	_____ Signature _____ Date _____ NAME Dr. Keith Cotroneo, President
New River Community and Technical College	Pierpont Community and Technical College
_____ Signature _____ Date _____ NAME Dr. Kathy Butler, Interim President	_____ Signature _____ Date _____ NAME Dr. Johnny Moore, President
Southern WV Community and Technical College	West Virginia Northern Community College
_____ Signature _____ Date _____ NAME Dr. Robert Gunter, President	_____ Signature _____ Date _____ NAME Mr. Michael Koon, Interim President
WVU at Parkersburg	WV Council for Community College Education
_____ Signature _____ Date _____ NAME Dr. Christopher Gilmer, President	_____ Signature _____ Date _____ NAME Dr. Sarah Armstrong Tucker, Chancellor



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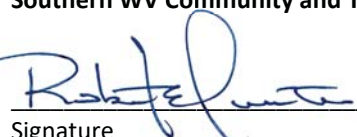
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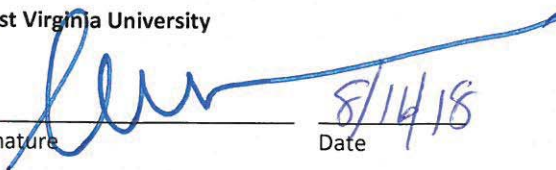
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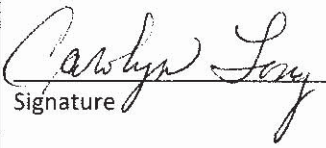
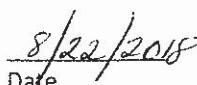
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Participating West Virginia Four-Year Universities

West Virginia University  _____ Signature Date <u>8/14/18</u> NAME Dr. Gordon Gee, President	WV Higher Education Policy Commission _____ Signature Date NAME Ms. Carolyn Long, Chancellor
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Participating West Virginia Four-Year Universities

West Virginia University

Signature

Date

NAME Dr. Gordon Gee, President

WV Higher Education Policy Commission

Signature

Date

NAME Ms. Carolyn Long, Chancellor