

Appendix H Reverse Transfer Agreement

The University of Arkansas - Fort Smith (UAFS) and UA-PTC 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. The Reverse Transfer Agreement is entered into in order to accomplish two primary objectives:

1. Communicate a message which encourages completion of the bachelor's degree among college transfer students.
2. Assist UA-PTC in awarding associate degrees.

UAFS and UA-PTC have entered into this Reverse Transfer Agreement and hereby agree as follows:

- o UAFS and UA-PTC 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.
- o UAFS understands UA-PTC's mission of educating members of its service area and of awarding two-year associate degrees. The purpose of this Agreement is to permit eligible and interested students to transfer certain course work from UAFS to UA-PTC, through an MOU, to complete requirements for the associate degree. This process is called reverse transfer. It is created to increase student transfer rates to UAFS and raise associate degree completion rates at UA-PTC.
- o Separate academic records for students will be maintained at each institution and each institution will be responsible for complying with all applicable laws related to such records, including, but not limited to FERPA. Students give permission to release their academic student data for the reverse transfer program when they complete the application for admission at both UA-PTC and UAFS.
- o For UA-PTC students admitted to and enrolled in UAFS, UAFS will review its database and determine whether the students are eligible for reverse transfer by meeting the following conditions:
 - Have earned at least 24 hours at UA-PTC with a minimum 2.0 grade point average
 - Have earned at least 15 hours at UAFS with a minimum 2.0 grade point average
 - Have earned at least a total of 60 college credit hours
 - Have completed the 35 hours of general education core requirements
 - Be a degree-seeking student at UAFS in "good academic standing"

- o UAFS agrees to send, at no cost, the transcripts of students who have met the qualifying conditions above. The following conditions apply to transcript delivery:
 - The qualifying transcripts will be sent electronically to UA-PTC.
 - Transcripts will be automatically sent once the eligible student completes at least 60 or more hours of all combined college credits. The transcripts will continue to be sent until the student completes a bachelor's degree or until UA-PTC notifies UAFS that a student has met the degree requirements at UA-PTC and will be awarded an associate's degree. The student can then be removed from the reverse transfer reporting system.
 - AFS will also include student UAFS email addresses and current phone numbers in a separate email at the time the transcripts are sent. This information will only be used for educational purposes and not be distributed further.
 - Communication of this student information will occur each September and January or at other appropriate intervals agreed upon by the parties.
- o Upon receipt of official UAFS transcript information, UA-PTC 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 UA-PTC. Students who meet all UA-PTC degree requirements are eligible to receive an associate degree at no cost to the student. UA-PTC will notify each affected student that he or she is eligible to receive an associate degree and eligible to participate in UA-PTC's graduation ceremony. The diploma will be mailed to the new graduate.
- o UAFS will send a bi-annual data report on all former UA-PTC students to include:
 - Number of students transferring from UA-PTC to UAFS each year
 - Number of credit hours students transfer with (an average and also how many 12-30 hours, 31-45 and 46-60+) and how many transferred with an Associate's degree
 - Majors students declare upon transfer
 - Number of students who come to UAFS undecided
 - Whether or not students were awarded scholarship(s) at UAFS — institutional and/or departmental
 - Any other longitudinal data about the students that is available, such as GPA when first start at UAFS and also the graduation GPA, baccalaureate degree completion rates & how many semesters to completion, % male and female, % minorities and breakdown of race and ethnicity, etc.
- o UAFS and UA-PTC agree to cooperate in communicating with each other and with their common and respective communities concerning the relationship between the two institutions. UAFS and UA-PTC agree to acknowledge and recognize the reverse transfer agreement on each institution's website and via other marketing and publicity methods.

- o UAFS and UA-PTC agree to communicate with each other any future curriculum changes, policy changes or resident credit requirements that will affect this MOU.
- o Each institution will designate in writing an employee who will serve as the point of contact for administration of this MOU and each institution will notify the other if the contact person changes.
- o Any termination of this MOU, however, shall not relieve either party from completing obligations in progress prior to the effective date of the termination. Both institutions agree that 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 the termination of the MOU. UAFS and UA-PTC intend and desire a continuing relationship for the purpose of exchanging information contained in the educational records of students who are participating in the program at the time of termination or expiration of this Agreement. The right of either institution to reserve educational records terminates once all eligible students have completed their programs or are no longer eligible for the reverse articulation program.