Reverse Transfer of Credit Agreement
between
Kentucky Community and Technical College System (KCTCS)
and
Northern Kentucky University (NKU)

This Reverse Transfer of Credit Agreement ("Agreement") is by and between Northern Kentucky University and the Kentucky Community and Technical College System. This agreement allows students to transfer course credit from NKU to KCTCS to complete outstanding requirements for an associate degree.

This agreement assists students who earned credits towards an associate degree while enrolled at a KCTCS institution and subsequently transferred to NKU before completing this credential. This articulation agreement is designed to allow these students the opportunity to apply equivalent credits earned at NKU towards outstanding degree requirements at their previous KCTCS home college.

Eligibility for Reverse Transfer of Credit

A student must meet the following conditions to be eligible for credit review:

- Earned at least 20 hours applicable toward an associate degree at a KCTCS institution.
- Meets KCTCS institutional residency requirements as outlined in KCTCS Senate Rule 5.0.1.2 – defined as completing at least 25 percent of approved curriculum credits from the KCTCS institution granting the degree.
- Associate degree of the same type (Associate in Arts/Associate in Science, Associate in Applied Science, Associate in Fine Arts) not previously awarded from a KCTCS institution. Associate in Arts and Associate in Science degrees will be considered "of the same type."
- Currently in good academic standing at NKU and in good academic standing at the KCTCS institution at the time of transfer.
- Earned at least 60 total credit hours, including transfer work, at NKU.
- Completed an application for Reverse Transfer which authorizes the exchange of all application and academic information between NKU and KCTCS.

Notification of Reverse Transfer Eligibility

Students may initiate the reverse transfer review process at their discretion prior to notification by NKU. NKU students will be notified automatically of reverse transfer eligibility if they meet the following criteria:

- Earned a total of 90 semester credit hours.
- Earned at least 20 semester credit hours from the previous KCTCS institution.
- Earned at least 15 semester credit hours from NKU.
- Transferred to NKU with a KCTCS institution as a previous home college, as indicated on the student's transcript.
- In good academic standing at NKU and in good academic standing at the KCTCS
institution at the time of transfer.

This agreement contains the following two attachments:

**Attachment I:** A sample of the reverse transfer of credit notification that will be sent to the student by the NKU Transfer Services Office once the prior stated criteria has been met; and

**Attachment II:** A sample of the reverse transfer of credit release form will be included in the student’s notification. Students will need to complete the release form and submit to the NKU Transfer Services Office for processing. After receiving the release form, the NKU Registrar’s Office and Transfer Services will send the student’s NKU academic record to the appropriate KCTCS institution’s registrar for evaluation towards completion of the associate degree. Students will indicate the associate degree (AA/AS, AAS, AFA) for which they wish to have their credits evaluated.

**Termination**

Either party may terminate this agreement with ninety days written notice to the other party unless a breach occurs. A breach of this agreement includes, but is not limited to, a violation of the policies and rules outlined in this agreement by either party, a misrepresentation or false statement in this agreement by one of the parties, or non-performance of the party’s duties under this agreement. In the event of a breach, the breaching party has 30 days to cure the breach. Failure to cure the breach will result in termination of this agreement. If this agreement is terminated during an academic term, students will be allowed to finish their course work under this agreement.

**Indemnification**

To the extent permitted under Kentucky law and without waiving any defenses including governmental immunity, each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or intentional misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

**Term**

This agreement begins on September 1, 2015. This agreement is self-renewing from year to year as of September 1, 2016 and will remain in effect unless terminated according to the termination provision within this Agreement.
Each signatory to this Agreement agrees to:

1. Appoint a contact person and liaison for the initiative.
2. Share student information in a manner that complies with Federal Educational Rights and Privacy Act (FERPA) requirements.
3. Develop a method to track the success of the reverse transfer initiative and share these results annually.
4. Follow parameters of the law and regional accrediting agencies.
5. Develop and document the system, processes, communications, and timeline supporting the initiative.
6. Explore opportunities to leverage existing technology in an effort to create an effective, efficient, and seamless process.
7. Outline student communication, procedures, and advising assistance to complete degree requirements.

Acknowledgements

The individuals executing this agreement on behalf of the Kentucky Community and Technical College System and Northern Kentucky University acknowledge that they are duly authorized to execute this Agreement. All parties hereby acknowledge that they have read and understood this agreement and attachments I and II hereto. This Agreement shall not become effective until signed and executed by each party to the agreement.

Kentucky Community and Technical College System (KCTCS)

[Signature]

Rhonda Tracy, Chancellor

Date 9/28/15

Northern Kentucky University (NKU)

[Signature]

Geoffrey S. Mearns, President

Date 10/19/15
Please complete this application and submit to NKU's Transfer Services Center. Your application will be forwarded to your previous KCTCS home college and reviewed for degree eligibility. You will receive notification from your former college. All credentials for which you are applying should be listed on this application. If the application is incomplete, it will not be processed. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE PROCESSED. Please ensure that earning a degree will not impact any education benefits you may be receiving (e.g., VA Benefits, employer benefits, etc.)

Please print your name CLEARLY. Your name will appear on your credential(s) as it appears in PeopleSoft, so make sure this form reflects the name you would like in PeopleSoft.

Name: ____________________________________________________________

First                      Middle                      Last                      Previous

Mailing Address: ____________________________________________________

KCTCS Student ID: ___________    Preferred Phone Number: ___________    Birthdate: ___________

KCTCS Institution granting your degree: ________________________________

I AM APPLYING FOR (circle one):  
Associate in Arts/Science (AA/AS)
Associate in Fine Arts (AFA)
Associate in Applied Science (AAS)

If applying for AAS, list program: ______________________________________

Signature of Student      Date

On the basis of a review of the course requirements for the program listed above, this student has satisfied all graduation requirements and will be awarded an associate degree from _____(name of institution)_____

Signature of Certifying Official      Date

Office Use Only:  High school diploma/GED for Associate verified by: _______  Residency Requirement verified by: _______

Applied By: _______  Date: _______  GPA: _______  Audit By: _______
REVERSE TRANSFER OF CREDIT - TRANSCRIPT RELEASE FORM

Mailing or In-Person Address: Office of the Registrar
Lucas Administration Center 301
Nunn Drive
Highland Heights, KY 41099
Phone: 859.572.5556 or FAX: 859.572.6094

Official transcripts will not be released until all financial obligations to the college have been satisfied.

STUDENT INFORMATION
All blocks in student section must be completed – PLEASE PRINT LEGIBLY

<table>
<thead>
<tr>
<th>Student ID or Last Four of SSN</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
</tr>
</thead>
</table>

Complete Mailing Address – Street, City, State, Zip

<table>
<thead>
<tr>
<th>Previous Names</th>
<th>Daytime Phone Number</th>
<th>What was the last year you attended KCTCS?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Birthdate MM/DD/YY</th>
<th>Home KCTCS College</th>
</tr>
</thead>
</table>

MAILING INFORMATION

By signing this request your transcript will be released to the Kentucky Community and Technical College System (KCTCS) institution from which you transferred. Requests completed using this form will be sent automatically to the attention of the Registrar at your previous KCTCS home institution.

AUTHORIZATION TO RELEASE ACADEMIC RECORDS

FERPA COMPLIANCE - I authorize the release of my academic records maintained by Northern Kentucky University to your home college in the Kentucky Community and Technical College System for review under the Reverse Transfer of Credit Agreement. I also authorize my previous KCTCS college to:

1. evaluate to determine if I am eligible for an associate degree.
2. release the results of their graduation review to Northern Kentucky University of outstanding requirements.
3. send a transcript to Northern Kentucky University if a degree is awarded.

STUDENT SIGNATURE          DATE

Federal law requires the student signature for release of transcripts. All holds must be cleared before submitting a transcript request.