

## **Reverse Transfer Agreement for Associate Degree Completion Fort Hays State University and Kansas Community Colleges**

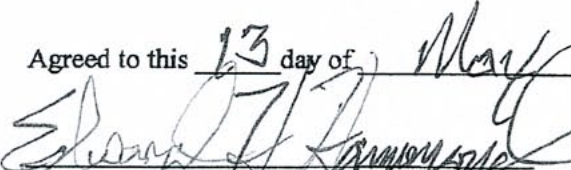
The purpose of this Agreement is to permit eligible and interested students to transfer certain course work from Fort Hays State University to a Kansas Community College to complete requirements for an Associate's Degree. This process is called reverse transfer.

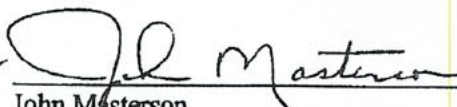
1. Fort Hays State University and Kansas Community Colleges are active educational partners in providing educational opportunities for currently enrolled and potential students of each institution. Each institution will maintain the integrity of their separate programs and enter into this agreement as equal partners.
2. Students enrolled at Fort Hays State University who previously attended a Kansas Community College or are currently enrolled at a Kansas Community College, meet the community college resident credit requirement, and transfer a minimum of 45 credit hours to Fort Hays State University will be eligible for reverse transfer credit to facilitate the respective community college degree completion.
3. Separate academic records for students will be maintained at each institution.
4. Authorized employees of Fort Hays State University and the Kansas Community College will have necessary access to personally identifiable information about the students who are eligible for reverse transfer credit for a Kansas Community College degree. Fort Hays State University and Kansas Community Colleges agree that their respective authorized employees will have a legitimate educational interest in the educational records of the students being served. Fort Hays State University and Kansas Community Colleges 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.
5. Fort Hays State University shall counsel all students who transfer a minimum of 45 credit hours of transferable coursework from a Kansas Community College (or combination of accumulated transferable hours from other accredited institutions) of the existence and purpose of this Agreement to ascertain each student's interest in participation. This notification to students may occur during the student's first communication with Fort Hays State University or during the student's first semester.
6. Upon receipt of an official Fort Hays State University transcript, the Kansas Community College 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 the Kansas Community College. Students who meet all degree requirements are eligible to receive a degree from their respective Kansas Community College.

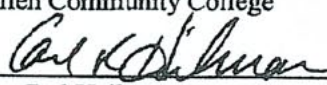
7. Fort Hays State University and Kansas Community Colleges agree to cooperate in communicating with each other and with their common and respective communities concerning the relationship between the institutions.
8. Fort Hays State University and Kansas Community Colleges agree to acknowledge and recognize the reverse transfer program on each institution's website and via other marketing and publicity methods.
9. Fort Hays State University and Kansas Community Colleges agree to promptly communicate with each other any future curriculum changes, policy changes, or resident credit requirements that will affect this Agreement.
10. Each semester Fort Hays State University will promote to eligible students the existence and purpose of the Agreement to encourage their completion of the Kansas Community College 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 applicable policies of the Kansas Board of Regents and Federal regulations; and shall not be an exclusive relationship between the parties. Changes to the agreement shall be only made if agreed to by the parties to the agreement.
13. Each college shall engage in this agreement by providing to Fort Hays State's designated agent the name of the community college's point of contact for the agreement.

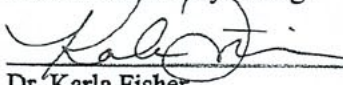
EXECUTED AS FOLLOWS:

Agreed to this 13 day of May, 2013.

  
Dr. Edward H. Hammond  
President  
Fort Hays State University

  
John Masterson  
President  
Allen Community College

  
Dr. Carl Heilman  
President  
Barton Community College

  
Dr. Karla Fisher  
Interim President  
Butler Community College