Memorandum of Understanding  
Reverse Transfer in the State of Alabama

This memorandum of understanding is by and between the Alabama Community College System (ACCS) colleges and universities within the state of Alabama 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 16 semester credit hours from a member institution in the Alabama Community College System.

b. Have earned at least 3 semester credit hours from the four-year institution.

c. Be in “good standing” at the ACCS college to which the credits will be transferred.

Students transferring from ACCS colleges 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 ACCS colleges 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. All parties hereby acknowledge that they have read and understood this agreement.

Alabama Public Community Colleges

Alabama Southern Community College
Bevill State Community College
Bishop State Community College
Calhoun Community College
Central Alabama Community College
Chattahoochee Valley Community College
Drake State Community and Technical College
Enterprise State Community College
Faulkner State Community College
Gadsden State Community College
Jefferson Davis Community College
Jefferson State Community College
Lawson State Community College
Lurleen B. Wallace Community College
Marion Military Institute
Northeast Alabama Community College
Northwest-Shoals Community College
Shelton State Community College
Snead State Community College
Southern Union State Community College
Trenholm State Community College
Wallace Community College - Dothan
Wallace State Community College - Hanceville
Wallace State Community College - Selma

Mark Heinrich, Ph.D., Chancellor

Date
Alabama Four Year Universities

Alabama A&M University

Dr. Jeanette Jones, President

Date

Alabama State University

Dr. Gwendolyn E. Boyd, President

Date

Athens State University

Dr. Bob Glenn, President

Date

Auburn University

Dr. Jay Gogue, President

Date

Auburn University at Montgomery

John G. Veres, III, Chancellor

Date
Huntingdon College

J. Cameron West, President

Date

Jacksonville State University

Dr. John M. Beehler, President

Date

Troy University

Dr. Jack Hawkins, Jr., Chancellor

Date

University of Alabama

Dr. Stuart R. Bell, President

Date

University of Alabama at Birmingham

Dr. Ray L. Watts, President

Date
University of Alabama in Huntsville

Dr. Robert A. Altenkirch, President

Date

University of Montevallo

Dr. John W. Stewart, III, President

Date

University of North Alabama

Dr. Ken Kitts, President

Date

University of South Alabama

Dr. Tony G. Waldrop, President

Date

University of West Alabama

Dr. Ken Tucker, President

Date