

**Reverse Transfer
Memorandum Of Agreement**

Between

**University of Nebraska - Lincoln
College of Agricultural Sciences and Natural Resources**

And

University of Nebraska – Nebraska College of Technical Agriculture

September 30, 2013

A. Introduction

This agreement is intended to foster reverse transfer for any student who has accumulated applicable credit hours, in combination, from the College of Agricultural Sciences and Natural Resources at University of Nebraska – Lincoln (CASNR), the Nebraska College of Technical Agriculture (NCTA), and other institutions, sufficient to meet NCTA’s requirements to award an associate degree to the student.

Purpose of agreement

Students regularly transfer credit hours from two-year to four-year institutions of higher education. Many students complete an associate degree before transferring to a four-year institution, and many do not earn an associate degree but complete a baccalaureate degree. Some students, however, do not complete either the associate or baccalaureate degree, despite earning a significant number of college credits. These students are often left without a postsecondary credential, despite having earned enough credits to be eligible for an associate degree.

Reverse transfer seeks to identify these students and, provided they have met the degree requirements, award them an associate degree that reflects the academic work they have earned. Although this agreement may be used in a variety of ways, there are three intended pathways:

1. Students who start their higher education career at NCTA and wish to eventually receive a bachelor’s degree may transfer earlier to CASNR, transfer CASNR credit hours back to NCTA and be awarded an NCTA associates degree while enrolled at the University of Nebraska-Lincoln.
2. Students attending CASNR who wish to leave the University before completing their bachelor degree may have sufficient progress toward a degree to be awarded an associate degree before leaving CASNR, or may be able to achieve an associate degree with limited additional coursework from NCTA.
3. Students who have left the higher education system with an accumulation of semester credit hours from one or more institutions but no degree may utilize this agreement to secure an applicable credential consistent with the guidelines and academic programs available at each institution which formally recognizes their academic achievement.

This agreement intends to provide direction and support in the way of guidelines, protocol and technologically enhanced pathways for institutions, so that the state of Nebraska has a chance to significantly enhance the reverse transfer process for students.

The University of Nebraska recognizes this need for broader cooperation among its two-year and four-year institutions regarding reverse transfers. The purpose of this agreement, then, is to promote the development of an integrated reverse transfer system whereby UNL and NCTA may transfer student credit hours back to NCTA. This agreement will ensure that those students who have earned sufficient credits and are eligible for an associate degree be awarded that degree, in turn helping the state of Nebraska reach its goal of increasing the number of its citizens with higher education degrees.

Agreement Objectives

1. Increase degree attainment for agriculture students in the State of Nebraska.

2. Ensure that all eligible students have the opportunity to be awarded a degree that reflects their educational efforts and allows them to function more successfully in other academic arenas and the workforce.
3. Create a streamlined, technologically enhanced process that will assist CASNR and NCTA in transferring student credits efficiently, securely, and successfully.

B. Definitions

Degree granting institution (DGI)

Refers to the two-year institution that will award the associate degree to reverse transfer students. The DGI will count reverse transfer students in its yearly graduation report.

Host institution

Refers to the institution transferring credits back to the degree granting institution. The host institution may be either a four-year or two-year institution.

Nebraska Reverse Transfer Agreement (NRTA eligible student)

Refers to a student who has earned 15 or more college-level, degree-eligible, transferable credits from a two-year institution.

C. Agreement Guidelines

Participating Institutions

- This agreement is between CASNR and NCTA. After sufficient time to evaluate the effectiveness of the agreement, other higher education institutions in Nebraska may be invited to participate as full members in the NRTA.
- If public and independent higher education institutions participate in the NRTA agreement, a separate MOU will be established between the partnering institutions to formalize their participation in the NRTA agreement.
- Any institution that terminates their participation in the NRTA agreement will continue to honor the agreement for their students with active NRTA applications.
- The submission of necessary student-level data, for reporting and accountability, is a condition of participation in the NRTA agreement. At a minimum, this includes data on eligible students, participating students, and completing students in order to assess effectiveness of the program.

Degree-Granting Institutions (DGI)

- The Degree-Granting Institution shall be NCTA. If this agreement is expanded at a later date, additional two-year institutions may be added as degree granting institutions.
- A student must have earned a minimum of 15 credit hours at NCTA to be eligible for a reverse transfer degree.
- The acceptance of transfer credit will be determined solely by NCTA. Existing articulation agreements will be honored as part of NRTA.

Degrees Awarded

- The NRTA will apply to associate degrees as identified by the NCTA.
- NCTA will have at least one associate degree offered as part of the NRTA.

- There will be nothing to differentiate the NRTA awarded degree from any other degree awarded by the institution on the student's diploma or transcript.

Student Eligibility

- A student is eligible for only one degree through the NRTA program.
- A student is not eligible for the program if they currently possess an associate degree or higher.
- Under certain circumstances, a student may be awarded simultaneously an associate degree through NRTA and a baccalaureate degree.

Residency Requirement (pending)

- There will be an HLC technical amendment to allow reverse transfer agreement residency requirement to supersede the HLC residency requirement. NCTA will secure this agreement from HLC.

Reverse Transfer Process

- Potential students will be identified and their transcripts will be distributed as necessary, based on initial minimum transferrable credit hours completed (e.g., 15 credit hours) and at established intervals after the initial submission (e.g., annually).
- Transcripts submitted from the four-year to the two-year institution for the purposes of conducting a degree audit to determine student eligibility can be official or unofficial if sent directly from institution to institution. Electronic submissions are also permissible. The acceptance of transfer credit will be determined by the DGI. The DGI will adhere to existing transfer agreements and course equivalencies with participating institutions.
- Distribution of transcripts will be in accordance with the host institution's policies.
- The requirements for degree completion will be determined by the DGI and will be identified to the NRTA student.
- There will be no time limit on a student completing the NRTA program. The student will remain in the program as long as they are continuously enrolled at the institution.
- Any institution-specific requirements (e.g., college orientation courses, general education courses, computer literacy courses), which may place the prospective NRTA student at a disadvantage, are to be substituted by the DGI.
- Both two-year and four-year institutions will identify inactive students, those who have completed 15 hours with a single institution but never completed a degree, via an automated search and introduce those students to the NRTA program.
- Once the degree is awarded by the DGI, they will send an official transcript noting conferment to the four-year host institution.

Student Responsibility

- In an effort to remain FERPA compliant, all students wishing to participate in the NRTA program are required to complete a NRTA Application form. By doing so, the student agrees to the exchange of transcript information between the two institutions and is automatically declared for degree candidacy.

- There will neither be a graduation nor a transcript fee from the two-year or four-year institution upon the student as part of the NRTA agreement. The four-year institution will follow its standard graduation and transcript fee protocol for the baccalaureate degree.
- If a student is no longer active at the host institution, self-identifies to be removed from the program or graduates from the institution, then this will result in an automatic “opting-out” of the NRTA agreement by that student. Readmitted students must opt back in to resume participation.
- If NRTA transfer credit decisions are made that are not acceptable to the NRTA student, that student is then allowed to appeal said decisions by contacting the articulation and transfer officer at the DGI. All student appeals will be forwarded to the NRTA Appeals Committee, which will be comprised of NCTA and CASNR faculty. If the student wants to appeal the decision of the Appeals Committee, it will be forwarded to the IANR Vice Chancellor for a final decision.

Four-year Institution Responsibility

- To inform the University community about the NRTA program, and to encourage student participation when it is in the best interest of the student.
- To coordinate the “opting-in” agreement between the student and the institutions and inform the DGI of the student’s desire to participate in the program.
- Submission of all necessary transcripts to the DGI.
- “Opt-out” student monitoring and reporting.

Two-year Institution Responsibility

- The DGI is responsible for reviewing the eligible NRTA student’s records and in awarding the degree.
- They are required to submit a final transcript to the four-year host institution noting conferment.
- Closing the NRTA student out of the program.
- Providing any notifications and/or updates to the NRTA student.

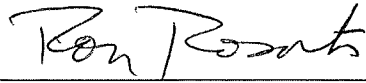
Review of the Nebraska Reverse Transfer Agreement

- The agreement will be reviewed every two years at the CASNR Annual Transfer Conference to ensure the most up-to-date agreement possible.


Reporting and Accountability

- The submission of data for both reporting and accountability purposes is necessary for the success of this agreement. All participating institutions agree to submit data on eligible students, participating students, completing students, and other data necessary to assess the effectiveness of the program.

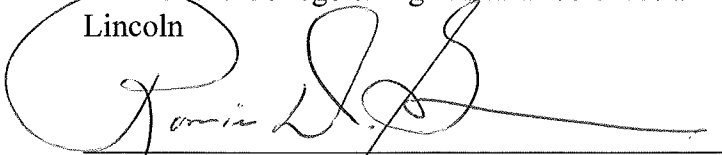
Approval Signatures



Dr. Ron Rosoti
Dean of Nebraska College of Technical Agriculture, University of Nebraska-Lincoln



Dr. Steven Waller
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