

REVERSE TRANSFER AGREEMENT FOR ASSOCIATE DEGREE COMPLETION
Carl Albert State College and Northeastern State University

Carl Albert State College (CASC) and Northeastern State University (NSU) are seeking to facilitate the academic and degree opportunities for transfer students between the two universities, enter into this Reverse Transfer Agreement (hereinafter "Agreement"), and hereby agree as follows:

1. CASC and NSU 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.
2. The purpose of this Agreement is to facilitate eligible and interested students to transfer certain course work from NSU back to CASC in order to complete requirements for the associate degree. This process is called Reverse Transfer.
3. Separate academic records for students will be maintained at each institution.
4. For the purpose of this agreement, each institution will designate single points of contact to send/receive information. Authorized employees of CASC and NSU will have access to directory information (name, date of birth, address, email, enrollment status), about students who are eligible for Reverse Transfer credit for the associate degree completion program.
5. CASC and NSU agree that their respective authorized employees will have a legitimate educational interest in the records of the students being served. CASC and NSU will take reasonable steps to ensure that their employees maintain the confidentiality of all student information as required by the Family and Educational Rights and Privacy Act. This provision shall survive termination of this Agreement.
6. NSU agrees to publish and publicize the existence and purpose of reverse transfer agreements. Students will be responsible for initiating all transcript requests for submission to CASC. CASC personnel will determine if students are eligible for the Associate's degree from CASC according to its degree requirements.
7. Within two weeks of the census date each semester, NSU will provide a list to CASC of all students who have transferred to NSU since the previous semester. Staff at CASC will have an opportunity to contact these students and explain the existence and purpose of this Agreement to ascertain the student's interest in participation.
8. NSU will publish instructions for requesting transcripts for submission to CASC at the conclusion of the semester, once semester grades are posted so that the credit for classes taken at NSU which may be posted to the student's CASC official transcript. Upon receipt of the official NSU transcript, CASC will conduct a degree audit. Students who meet all degree requirements are eligible to receive an associate's degree.
9. CASC and NSU agree to communicate with each other and with their common and respective communities concerning the relationship between the two institutions. CASC and NSU agree to acknowledge and recognize the Reverse Transfer process on each institution's website and via other marketing and publicity methods.
10. CASC and NSU agree to promptly communicate with each other any procedure changes, policy changes, or resident credit requirements that will affect this Agreement.
11. Neither NSU nor CASC waives or relinquishes any immunity or defense on behalf of itself, its officers or employees as a result of the execution of this Agreement or its performance under this Agreement.
12. This Agreement will become effective upon approval by the Chief Academic Officer for each Institution and will commence immediately thereafter.

13. Either party may terminate this agreement by providing written notice to the Chief Academic Officer at the other institution at least 180 days prior to termination.

In the event of termination:

- a) Both parties will complete obligations in progress prior to the effective date of termination.
- b) The right of either institution to receive educational records through this process ends at the termination date