

**DUAL ADMISSION / REVERSE TRANSFER AGREEMENT**

MIDDLE TENNESSEE STATE UNIVERSITY

AND

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

MAY, 2015

**Dual Admission / Reverse Transfer  
Middle Tennessee State University  
And  
Southwest Tennessee Community College**

**THIS AGREEMENT** (the "Agreement") is entered into on May 20, 2015 by and between Middle Tennessee State University ("the university") and Southwest Tennessee Community College ("the community college"). The parties desire to enter into a contract pursuant to which students participate in a program designed to assist students in obtaining an associate's degree and progress directly to a bachelor's degree program; or, to transfer course credits from the university to the community college in order to complete an associate's degree, according to the terms contained in this Agreement.

**ACCORDINGLY**, in consideration of the promises and mutual covenants contained in this Agreement, and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**1. Description of Dual Admission / Reverse Transfer**

**a. Definitions.**

Dual Admission. A student enrolled in a community college is admitted into a university but does not enroll in university courses until the student graduates with the associate's degree. Throughout this program students will receive cooperative advising.

Cooperative Advising. The dual admission program provides enhanced advisement and transition support services by both institutions to the student. The university will allow participating community college students to register for university courses during the normal "priority" period provided for currently enrolled MTSU students based on earned hours. Students will be required to speak with an MTSU academic advisor before registering. The community college will assist students in selecting courses appropriate for transfer credit.

Reverse Transfer. A student completes courses at the university which may be transferred back to the community college to help fulfill the associate's degree requirements. Students must complete a total of 25% earned credit hours towards the associate's degree at the community college to pursue reverse transfer from the university to the community college to earn an A.S. or A.A.

**b. Purpose.**

The purpose of this Agreement is to establish programs to promote successful experiences for students who wish to complete a degree.

More specifically, the goals are to:

1. Eliminate barriers for students in attaining their educational goals.
2. Improve academic program articulation.
3. Improve student success and retention.
4. Provide a curriculum plan for students for seamless transition for earning an associate's degree and a bachelor's degree.

The parties agree that the Dual Admission / Reverse Transfer programs provided under this Agreement shall comply with all applicable SACSCOC, THEC, and TBR requirements.

## **2. Dual Admissions**

### **a. Eligibility to Apply for Dual Admission**

A student must meet the following requirements:

1. Plan to pursue a bachelor's degree.
2. Meet current admission criteria for a TBR community college
3. Earn 29 or fewer college-level semester hours and have a cumulative GPA of 2.0; cumulative 2.75 for the A.S.T. Degree.
4. Enter a community college under a 2004 or later catalog.

### **b. Ineligibility for Dual Admission**

1. A student may participate in only one Dual Admission program at a time.
2. Failure to complete an associate's degree at the community college will end a student's participation in the program.
3. Failure to follow the requirements of the Dual Admission program will render a student ineligible for continuation in the program.

### **c. Dual Admission Student Responsibilities**

Community college students who fulfill the requirements for the Dual Admission program will be guaranteed acceptance into the university.

- Students must apply and be admitted to the community college.
- Students must complete an application for Dual Admission and a non-binding Intent to Participate form.
- Students must earn an A.S., A.A. or A.S.T. degree from the community college.
- Students must maintain a 2.0 cumulative GPA to be in good standing in the Dual Admission program.
- Students who adhere to the Tennessee Transfer Pathway will be assured application of TTP credit toward the specific major at the university.
- Students who attend another institution between the time they graduate from the community college and enroll at the university must re-apply to the university as a transfer student.
- Students must re-apply to the Dual Admission program if there is a break of more than one year in their attendance at the community college.
- Students must complete financial aid paperwork for the university prior to enrolling at the university.
- Student must comply with all applicable community college and university policies, rules, regulations, and conduct codes.
- Students may withdraw from the program by providing notice of such, in writing, to the community college.

**d. Institutions' Responsibilities for the Dual Admission program**

- Community college will provide the university with a Dual Admission Program Intent to Participate form, high school transcript and any other transcripts from other institutions.
- The university will provide the application for the Dual Admission program online.
- Both the community college and the university will track Dual Admission students in their student information systems.
- Both institutions will maintain educational records for students taking classes at their respective institutions.
- The institutions will exchange student transcript information at the end of each academic term, and additional records may be exchanged upon request and in compliance with FERPA requirements.
- The institutions will work together to develop electronic data interchange information technologies to facilitate the disclosure of student education information between the institutions.
- The community college and the university will assign each student to an advisor from each institution.
- Each institution will develop a web site specifically for the Dual Admission program.
- At the end of each semester, the community college will provide the university a transcript for each participant in the Dual Admission program, and the community college work will be posted as transfer credit in the university student information system.
- Each institution will establish a primary and secondary campus contact.
- The institutions will establish a marketing plan for the program.
- The transfer of credits between the institutions will be processed pursuant to policies and procedures of the institution that will be accepting the transfer credits.
- Students will be guaranteed acceptance to the university rather than to a particular college or major. Admission to a major will require following the requirements of that major.
- Each institution will apply its own administrative processes and procedures to address (a) complaints or grievances relating to its administration, faculty, staff, the student, other students, classes, services or facilities and (b) violations of its policies, rules, regulations, and/or conduct codes.

**3. Reverse Transfer**

**a. Eligibility to Reverse Transfer**

- Student must be currently enrolled at a Tennessee four-year institution and have been previously enrolled at a Tennessee community college or other Tennessee associate degree-granting institution.
- Student must have earned a minimum of 15 college credits towards an associate degree at the associate degree-granting institution.
- Student must have earned a combined minimum of 60 total college-level credits.

**b. Reverse Transfer Student Responsibilities**

- Student must adhere to the catalog requirements established by the degree-seeking institution. (SACSCOC 3.5.3)
- Student must provide the university written authorization to release the transcript to the community college.

**c. Institutions' Responsibilities for the Reverse Transfer program**

- The community college will accept any appropriate university credit taken by the student towards the associate's degree.
- The transfer of credits between the institutions will be processed pursuant to policies and procedures of the institution that will be accepting the transfer credits.
- The university will endeavor to provide the community college with information on transfer students to help the community college identify students who could benefit from Reverse Transfer courses.
- Each institution will develop a web site specifically for Reverse Transfer.
- Each institution will apply its own administrative processes and procedures to address (a) complaints or grievances relating to its administration, faculty, staff, the student, other students, classes, services or facilities and (b) violations of its policies, rules, regulations, and/or conduct codes.

**4. General Provisions**

- a. Semester meetings. The institutions agree to hold one or more meetings (may be by telephone) each semester to address questions and to facilitate the programs.
- b. Annual review. This Agreement will be subject to annual review by representatives of each institution. Any recommendations for revisions will be made in writing and reviewed by each institution's respective Chief Academic Officer or their designees. The requirements of this Agreement may only be amended in the form of an Amendment signed by authorized representatives of the parties and the Tennessee Board of Regents.
- c. Focus on student success. This Agreement is in keeping with the Tennessee Board of Regents focus on partnership and collaboration between TBR institutions.
- d. Non-Exclusivity. This Agreement is not exclusive, and either party may enter into similar agreements with any other party.
- e. Term. This Agreement will be effective from the date of final signature below, the Effective Date, until terminated in writing by either party with one year prior notice. It is agreed that if terminated, both institutions will honor the terms of the Agreement for students already participating in the program at the time notice of termination is given.
- f. Non-discrimination. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

g. Point of contact information.

For Southwest:  
Barbara Roseborough  
Interim Provost  
5983 Macon Cove  
Memphis, TN 38134

For MTSU:  
Wendi Pelfrey  
Assistant Director of Transfer Recruitment  
1301 East Main Street  
Murfreesboro, TN 37132

h. Notices. All notices or other written communications relating to termination, expiration, or any other legal matter relating to this Agreement will be effective when received and must be given in writing by courier or reputable overnight delivery service, or by certified mail, return receipt requested, to either party at the following address (or to such other address as such party may substitute, by providing a written notice.)

For Southwest:  
Barbara Roseborough  
Interim Provost  
5983 Macon Cove  
Memphis, TN 38134

For MTSU:  
Dr. Brad Bartel  
Provost  
1301 East Main Street  
Murfreesboro, TN 37132

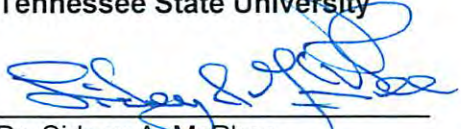
i. Confidentiality of Records. All educational records created, disclosed, or maintained pursuant to the terms of this Agreement are confidential and shall be created, disclosed, and maintained pursuant to the provisions of Family Educational Right to Privacy Act, also known as FERPA (20 U.S.C.A. s1232g) and its regulations.

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In witness whereof, the parties have by their duly authorized representatives set their signatures.

**Middle Tennessee State University**

**Southwest Tennessee Community College**

By:   
Dr. Sidney A. McPhee

By:   
Dr. Nathan L. Essex

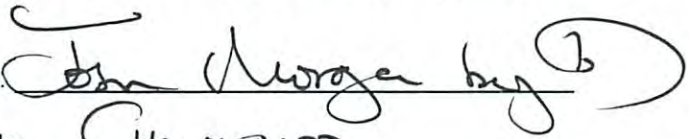
Title: President

Title: President

Date: 5/13/15

Date: 5-6-15

**Approved: Tennessee Board of Regents**

By: 

Title: Chairman

Date: 5/13/15