ADDENDUM
REVERSE TRANSFER PROGRAM
EAST TENNESSEE STATE UNIVERSITY
AND
NORTHEST STATE COMMUNITY COLLEGE

Pursuant to Tennessee Board of Regents Reverse Transfer: Polices, Procedures, and Guidelines: 2:02:00:02 (Effective Date December 11, 2014).

Overview

The East Tennessee State University (ETSU) Reverse Transfer Program is available to students who have transferred to ETSU from Northeast State Community College (Northeast State) without earning their associate degree. This program allows students to transfer coursework from ETSU back to Northeast State to complete requirements for the associate's degree. Students must have completed a minimum of 15 semester hours (previously 21 semester hours) towards the associate's degree (or 25% of the associate degree hour requirements if greater than 60) at Northeast State to be eligible to pursue the reverse transfer of credits from ETSU to Northeast State to earn the associate's degree. Students must complete the exit exam at Northeast State in order to earn the associate's degree.

Paragraph 2 – No Changes

Paragraph 3 – No Changes

Eligibility for Reverse Transfer Program

A student must meet the following conditions to be eligible:

- Must have earned at least 15 hours (previously 21 semester hours) applicable toward a degree at Northeast State. A minimum of 30 percent of the total credit hours required for a certificate must be completed at Northeast State. (Students graduating with a degree in ATMAE-accredited programs are required to take a minimum of 12 semester hours of technical coursework at Northeast State.)
- Does not have the associate degree from Northeast State.
- Be a student currently in good standing at ETSU and formerly in good standing at Northeast State.
- Has earned at least 60 total hours (including transfer work) at ETSU.
- Must complete an application for Reverse Transfer that includes authorization for the exchange of all application and academic information between ETSU and Northeast State.

Institutions' Responsibilities

No Changes

Benefits for the Participating Institutions and Students

No Changes

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Dr. Brian Noland, President
East Tennessee State University

1-12-15

Dr. Janice Gilliam, President
Northeast State Community College

Reverse Transfer Program
East Tennessee State University
and
Northeast State Community College

Overview

The East Tennessee State University (ETSU) Reverse Transfer Program is available to students who have transferred to ETSU from Northeast State Community College (NeSCC) without earning their associate degree. This program allows students to transfer course work from ETSU back to NeSCC to complete requirements for the associate's degree. Students must have completed a minimum of 21 semester hours towards the associate's degree (or 25% of the associate's degree hour requirements if greater than 60) at NeSCC in order to be eligible to pursue the reverse transfer of credits from ETSU to NeSCC to earn the associate's degree. Students must complete the exit exam at NeSCC in order to earn the associate's degree.

ETSU will endeavor to provide NeSCC with information on transfer students to help NeSCC officials identify students who could benefit from reverse transfer of courses.

If a student is not participating in the Reverse Transfer Program but elects to independently pursue a *reverse transfer*, written authorization and signature from the student is required to release the student's transcript to NeSCC.

Eligibility for Reverse Transfer Program

A student must meet the following conditions to be eligible:

- Must have earned at least 21 hours applicable toward a degree at NeSCC. A minimum of 30 percent of the total credit hours required for a certificate must be completed at NeSCC. (Students graduating with a degree in ATMAE-accredited programs are required to take a minimum of 12 semester hours of technical coursework at Northeast State.)
- Does not have the associate's degree from NeSCC.
- Be a student currently in good standing at ETSU and formerly in good standing at NeSCC.
- Has earned at least 60 total hours (including transfer work) at ETSU.
- Must complete an application for Reverse Transfer that includes authorization for the exchange of all application and academic information between ETSU and NeSCC.

Institutions' Responsibilities

- ETSU will provide NeSCC a list of transfer students from NeSCC attending ETSU each semester.
- ETSU will promote reverse transfer on appropriate websites, newsletters, and advisor meetings.
- ETSU will attempt to identify students eligible for reverse transfer through current student information systems and through advisor recommendations.
- NeSCC will contact eligible students and seek their enrollment in the Reverse Transfer Program, including authorization for the exchange of all academic information between ETSU and NeSCC.
- NeSCC will verify successful completion of associate's degree requirements and award the degree.
- The Registrar's Offices at ETSU and NeSCC will exchange Reverse Transfer Program student transcript information to the other upon request.
- ETSU and NeSCC will work together where possible to develop electronic data interchange information technologies to facilitate the disclosure of student records between the institutions.

Benefits for the Participating Institutions and Students

- Tennessee data suggests earning the associate's degree has a positive impact on earning a bachelor's degree.
- Retention rates improve for students who receive an associate's degree through reverse transfer once enrolled at a four-year institution.
- Students receive a quality credential to enter the workforce while completing a bachelor's degree.
- Reverse transfer students who do not complete bachelor's degrees will still have a credential to enter the workforce.
- NeSCC will be credited with the success of the student earning the degree and degree completions will more accurately reflect investment of time, support, and resources devoted to students who transfer before earning the associate's degree.

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