



VIRGINIA REVERSE TRANSFER MEMORANDUM OF AGREEMENT

I. INTRODUCTION

THIS MEMORANDUM OF AGREEMENT, dated October 15th, 2021 is by and between the Tidewater Community College AND George Mason University; who have elected 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 recommended support of the National Student Clearinghouse (NSC). Each individual VCCS college will define its level of participation in regard to harvesting and processing the available student data.

II. 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 institutions back to the community college to complete their associate degree.

REVERSE TRANSFER AGREEMENTS:

Reverse transfer agreements are not mandated by code. However, institutions that opt to develop reverse transfer agreements are subject to the general transfer agreement provisions of the Public Higher Education Policy Guidelines for the Development of Transfer Agreements in addition to the reverse transfer specific terms below.

- Reverse transfer agreements will retroactively apply the benefits of a transferable associate degree as identified in this Agreement and the State Policy on College Transfer to students having completed a minimum of 45 credits prior to transfer. Four-year institutions may elect to apply the same benefits to any reverse transfer student completing an associate degree. These include, but are not limited to, awarding satisfaction of lower-division general education requirements and qualification for transfer-specific state-level financial aid.
- Institutions opting to develop reverse transfer agreements should consult the Virginia Reverse Transfer Tool Kit and Resource Guide and apply given recommendations whenever possible to

promote consistent application of reverse transfer and maximize the number of students served.

- Participating institutions shall 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. Participating institutions will sign an agreement with NSC that authorizes them to receive files containing specific transfer information via a secured file transfer process. 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, four-year institutions must complete their student data uploads scheduled for that academic year. Currently enrolled students will be allowed to finish the coursework required to complete their associate degree under this agreement, by submitting an individual request for transcripts to be shared.

In the event of termination of this agreement, the participating institution will cease the gathering of student consent and modify all documents such as websites and/or articulation agreements that may market or apply reverse transfer strategies.

IV. FORMAL AGREEMENT 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.

V. PRINCIPAL CONTACTS

The Principal Contacts for each one of the organizations is:

University Partner:

Tom Butler
Senior Associate Registrar
4400 University Drive, Fairfax, VA 22030
703-993-400

Tidewater Community College:

Dr. Kellie Crawford-Sorey
Associate Vice President for Academic Affairs
121 College Place, Suite 623
757-822-1065

Such Principal Contacts may be changed in writing from time to time by their respective Partners.

VI. INDEPENDENT CONTRACTORS

The relationship between the parties is that of independent contractors. Nothing contained herein shall be construed as constituting any other relationship between the VCCS and [the other party].

VII. EFFECTIVE DATES, AMENDMENTS, & SIGNATURES

THIS MOA SHALL TAKE EFFECT UPON SIGNING BY BOTH PARTIES. NEITHER PARTY MAY ASSIGN OR TRANSFER ALL OR ANY PORTION OF THIS MOA WITHOUT THE PRIOR WRITTEN CONSENT OF THE PARTY.

The provisions of this MOA may only be amended or waived by mutual written agreement by both Parties.

The individuals signing this MOA on behalf of their respective entities represent and warrant (without personal liability therefore) that upon the signature of each, this MOA shall have been duly executed by the entity each represents.

FOR Tidewater Community College

FOR George Mason University

Michelle Woodhouse

Janette Kenner Muir

Dr. Michelle Woodhouse
Vice President for Academic Affairs & CAO

Janette Muir
Vice Provost – Academic Affairs

Date: 3/28/22

03/30/2022
Attorney Date

To Expire: _____

OR

Approved by _____

Witness Date

Witness Date

Witness Date

Witness Date