



**Reverse Transfer Agreement for Associate Degree Completion
Between Kansas State University and Cowley County Community College**

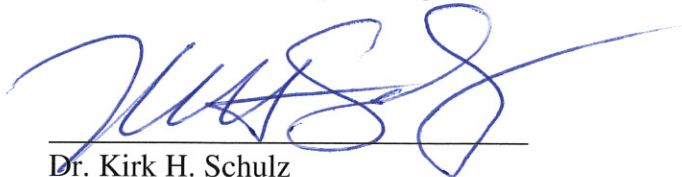
Kansas State University (KSU) and Cowley County Community College (hereinafter referred to as Cowley College) wish to facilitate the transfer of students, enhance the number and quality of learning options at the institutions, and provide a seamless transfer process for students. KSU and Cowley College have entered into this Reverse Transfer Agreement (hereinafter "Agreement") and hereby agree as follows:

1. KSU and Cowley College 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. KSU understands the Cowley College mission of educating members of its service area and awarding Associate Degrees. The purpose of this Agreement is to permit eligible and interested students to transfer certain course work from KSU to Cowley College to complete requirements for an Associate Degree. This process is called reverse transfer.
3. Students enrolled at KSU who (i) previously attended or are currently enrolled at Cowley College, (ii) meet Cowley's resident credit requirement, and (iii) transfer a minimum of 45 credit hours to KSU (with at least 15 from Cowley) will be eligible for reverse transfer credit to facilitate Cowley College's Associate Degree completion.
4. Separate academic records for students will be maintained at each institution.
5. Authorized employees of KSU and Cowley College will have necessary access to personally identifiable information about the students who are eligible for reverse transfer credit for an Associate Degree. KSU and Cowley College agree that their respective authorized employees will have a legitimate educational interest in the educational records of the students being served. KSU and Cowley College shall take reasonable steps to ensure that their respective information as required by the Family Educational Rights and Privacy Act. This provision shall survive termination of this Agreement.
6. KSU shall notify all students who transfer a minimum of 45 credit hours of course work from Cowley College (or combination or accumulated hours from other accredited institutions) of the existence and purpose of this Agreement to ascertain the student's interest in participation. This notification to students shall occur during the student's first semester at KSU.

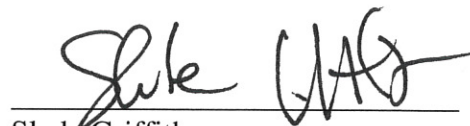
7. Upon receipt of an official KSU transcript, Cowley College will conduct a degree audit of each affected student and evaluate all course work that may assist in the completion of the student's Associate Degree at Cowley College. Students who meet all degree requirements and are eligible to receive an Associate's Degree must submit a completed Cowley College Degree Application and pay the required fees to Cowley College by the deadline date of the semester in which they wish to receive the degree. The CAPP (Collegiate Assessment of Academic Proficiency) assessment requirement will be waived.
8. KSU and Cowley College agree to cooperate in communicating with each other and with their common and respective communities concerning the relationship between the two institutions. KSU and Cowley College agree to acknowledge and recognize the reverse transfer program on each institution's website and via other marketing and publicity methods.
9. KSU and Cowley College agree to promptly communicate with each other any future curriculum changes, policy changes, or resident credit requirements that will affect this Agreement.
10. Each semester KSU will promote to eligible students the existence and purpose of the Agreement to encourage their completion of an Associate's Degree.
11. Each institution will designate an employee who will serve as the point of contact for administration of this Agreement.
12. This Agreement shall be governed by and construed in accordance with policies of the Kansas Board of Regents and all Federal regulations, and shall not be an exclusive relationship between parties.

EXECUTED AS FOLLOWS:

Agreed on this 1st day of August, 2012



Dr. Kirk H. Schulz
President
Kansas State University



Slade Griffiths
Vice-President of Academic Affairs
Cowley College