

**ADDENDUM  
REVERSE TRANSFER PROGRAM  
KING UNIVERSITY  
AND  
NORTHEAST STATE COMMUNITY COLLEGE**

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

**Overview**

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

Paragraph 2 – No Changes

Paragraph 3 – No Changes

**Eligibility for Reverse Transfer Program**

A student must meet the following conditions to be eligible:

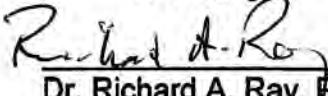
- Must have earned at least 15 hours (previously 21 semester hours) applicable toward a degree at Northeast State. A minimum of 30 percent of the total credit hours required for a certificate must be completed at Northeast State.
- For a degree in ATMAE-accredited programs complete a minimum of 12 semester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

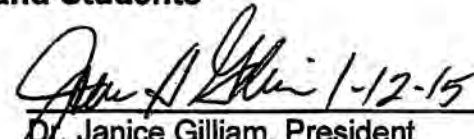
**Institutions' Responsibilities**

No Changes

**Benefits for the Participating Institutions and Students**

No Changes

  
1-20-15  
Dr. Richard A. Ray, President  
King University  
Addendum 01-08-15

  
1-12-15  
Dr. Janice Gilliam, President  
Northeast State

# King University–Northeast State Community College Reverse Transfer Program

## **Overview**

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

King University will endeavor to provide NeSCC with information on transfer students to assist NeSCC officials in the identification of 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 degree from NeSCC.
- Be a student currently in good standing at King University and formerly in good standing at NeSCC.
- Has earned at least 60 total hours (including transfer work) at King University.
- Must complete an application for Reverse Transfer that includes authorization for the exchange of all application and academic information between King University and NeSCC.

## **Institutions' Responsibilities**

- **King University will provide NeSCC a list of transfer students from NeSCC attending King each semester.**
- **King University will promote reverse transfer on appropriate websites, newsletters, and advisor meetings.**
- **King University 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 King University and NeSCC.**
- **NeSCC will verify successful completion of associate degree requirements and award the degree.**
- **The Registrars Offices at King University and NeSCC will exchange Reverse Transfer Program student transcript information to the other upon request.**
- **King University 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 degree has a positive impact on earning a bachelor's degree.**
- **Retention rates improve for students who receive an associate 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 degree.**

## Dissolution of Agreement

The above provisions are agreed to and shall go into effect when signed by the appropriate institutional representatives. They shall remain in force until superseded by official action of either institution.

### APPROVALS:



Dr. Gregory D. Jordan, President  
King University

Date: \_\_\_\_\_



Dr. Janice H. Gilliam, President  
Northeast State Community College

Date: 6-13-13