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Reverse Transfer Program  
East Tennessee State University  
and  
Asheville Buncombe Technical Community College

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**Overview**

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

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

If a student not participating in the Reverse Transfer Program elects on their own to pursue *reverse transfer*, written authorization including the student's signature is required to release the student's transcript to A-B TECH.

**Eligibility for Reverse Transfer Program**

A student must meet the following conditions to be eligible:

- Must have earned at least 15 hours applicable toward a degree at A-B TECH. A minimum of 25 percent of the total credit hours required for degree must be completed at A-B TECH.
- Be in good standing at ETSU and formerly in good standing at A-B TECH.
- Has earned at least 60 total hours (including transfer work) at ETSU.

**Institutions' Responsibilities**

- 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.

- ETSU will receive authorization from the student to send the academic transcript to A-B TECH and authorization for A-B TECH to send the academic transcript to ETSU.
- A-B TECH will verify successful completion of associate's degree requirements and award the degree.
- A-B TECH will send a transcript showing the degree to the ETSU Office of Admissions.

#### **Benefits for the Participating Institutions and Students**

- 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.
- A-B TECH 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.

#### **Term**

This agreement shall be in effect for five (5) years unless earlier terminated. Either party may terminate this agreement upon thirty (30) days' notice.

#### **Confidentiality of Records**

All educational records created, disclosed, or maintained pursuant to the terms of the 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.

#### **Administrative Processes**

Each institution will apply its own administrative processes and procedures to address (a) complaints or grievances related to its administration, faculty, staff, the student, other students, classes, services or facilities and (b) violations of its policies, rules, regulation, and/or conduct codes.

Discrimination

No person on the grounds of race, age, veteran status, color, religion, sex, national origin, or handicap will be excluded from participation in, or be denied benefits of, or be otherwise subject to discrimination in the performance of this contract.

Non-exclusive

Each party acknowledges that this Agreement is non-exclusive, and that either party may enter into similar agreements with other institutions.