

## **Reverse Transfer Agreement**

This Reverse Transfer Agreement (hereinafter “Agreement”) is made between Shepherd University (“SU”), P.O. Box 5000, Shepherdstown, WV 25443, and Hagerstown Community College (“HCC”), 11400 Robinwood Drive, Hagerstown, MD, 21742 . In consideration of the mutual promises and conditions contained in this Agreement, SU and HCC (collectively, the “Parties”) mutually agree as follows:

Pursuant to the Agreement, the Parties establish a reverse transfer program that will permit eligible students who transfer from HCC to SU, before earning an associate’s degree from HCC, the opportunity to transfer SU credits back to HCC to apply towards completion of the HCC associate degree concurrent with their enrollment at SU.

### **Provisions of the Agreement**

To be eligible for the reverse transfer program, students transferring to SU must have a minimum of 30 credits to participate in the program. A minimum of 15 transfer credits must have been completed in residence at HCC to be eligible for this agreement.

To be eligible to complete the reverse degree, the HCC student will complete, sign, and submit a Reverse Transfer Credit Application Request form to the Office of Admissions, Records, and Registration at HCC. If a student subsequently cancels the authorization for SU to send transcripts to HCC, then the student is no longer eligible for a reverse degree. HCC will also encourage participating students to sign an authorization for academic staff, including advising staff, at HCC and SU to exchange student information for the purpose of enhancing academic advisement of the student.

SU will send a transcript to HCC at the end of the spring semester following the participating transfer student’s attainment of a cumulative total of 60 credits (including transfer and SU credits) posted to their SU transcript, at the end of each spring semester thereafter while a student continues to participate in the program, and/or upon request of HCC.

SU will waive the transcript fee when transcripts are sent in conjunction with this Agreement.

Upon completion of credits needed to revert to HCC for associate degree conferral, participants must have a minimum grade point average of 2.0, both at SU and at HCC- or the minimum GPA required for HCC’s program of study.

HCC will accept letter grades of A, B, C, D, or P (Passing grade for credit-bearing courses at SU) to fulfill their requirements unless otherwise noted in degree requirements.

HCC will use upper-division courses to fulfill their lower-division course requirements when applicable, at HCC’s sole discretion.

HCC may determine if a student is eligible for an HCC degree in a program other than the intended program of study, based on courses completed and intended majors listed on the SU transcript.

Both institutions will develop, disseminate, and present the reverse transfer information to students.

HCC will provide academic advisement to Reverse Transfer participants.

SU will track reverse transfer participants at the end of the fall and spring semesters and the degrees conferred at both institutions.

**Modification**

This Agreement may only be amended in writing, signed by both Parties. Neither Party may assign any rights or interests nor delegate its duties under this Agreement, in whole nor in part, without the express prior written consent of the other Party; any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes.

**General**

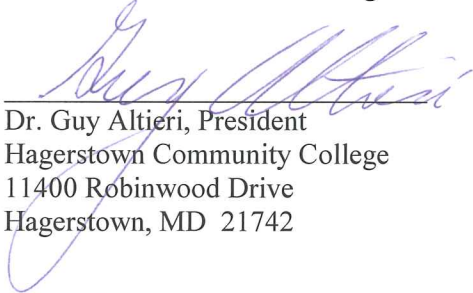
The Parties hereto are independent entities and no Party is an employee, agent, partner, franchise or joint venture of another Party. No Party hereto shall have the right to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other Party. The Parties shall at all times under this Agreement comply with all Federal, State, and local laws and institutional policies. Both Parties expressly agree to conduct themselves in a manner free of unlawful discrimination against any person or entity on the basis of race, ethnicity, national origin, age, gender, religion, political affiliation, qualified disability, sexual orientation, and veteran status. The Parties agree to maintain the privacy and security of personally identifiable information and to prevent unauthorized disclosures, in compliance with Federal laws. The Parties agree to report any suspected child abuse and/or neglect in compliance with State laws and institutional policy.

**Term of Agreement**

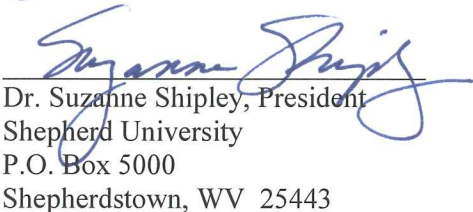
This Agreement will remain in force unless either institution provides written notification of termination to the other Party by U.S. Mail at the addresses of the Parties below identified. In no event shall the termination of this Agreement by either Party take effect before the end of a then current academic term or adversely impact any student who may be participating in the reverse transfer program by way of continuous enrollment already begun at SU.

**Approval**

The Parties have caused this Agreement to be duly executed as of the dates written below.

  
Dr. Guy Altieri, President  
Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21742

12/3/13  
Date

  
Dr. Suzanne Shipley, President  
Shepherd University  
P.O. Box 5000  
Shepherdstown, WV 25443

2/27/14  
Date