

REVERSE TRANSFER AGREEMENT
Bloomsburg University of Pennsylvania
And
Harrisburg Area Community College

Preface

This Reverse Transfer Agreement is made between Bloomsburg University of Pennsylvania (BU) and Harrisburg Area Community College (HACC) and is intended to strengthen the collaborative partnership already existing between these two institutions for the benefit of students.

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

Agreement Guidelines

To be eligible for the reverse transfer program, HACC students must have successfully completed a minimum of 30 credits (excluding developmental coursework) at HACC and be in good academic standing with HACC (minimum cumulative grade point average of 2.00). Students may transfer back a maximum of 30 degree-related credits to HACC.

Procedures

1. Each semester BU will identify and outreach all newly admitted HACC informing them of this agreement.
2. Interested students will have to complete a Reverse Transfer Application Request once they have completed a minimum of 45 credits (HACC and BU credits). By completing and signing this form the student gives permission to BU to share the student's educational information with HACC for purposes of this agreement (official transcript). The Reverse Transfer Application Request will also be used as the student's HACC transcript request form to BU.
 - a. The Reverse Transfer Application Request will include the following FERPA Statement allowing disclosure of records:

FERPA Statement: Under the Family Educational Rights and Privacy Act (FERPA) of 1974, and as amended, I understand that my educational records cannot be released without my written permission. I therefore authorize the release of my educational records from BU to HACC, in order to share student data information between the two institutions without violation of FERPA. I understand that this release agreement will be in effect as long as I am participating in the reverse transfer program between BU and HACC and I have the right to rescind this release agreement at any time by notifying the Registrar at BU.

I understand the FERPA Statement and agreement to the disclosure of my education records between BU and HACC for the purpose of credit evaluation to determine the awarding of an

associate's degree from HACC.

3. The Reverse Transfer Application Request will be forwarded to the appropriate party at HACC who will send the applicant information on how to apply for graduation at HACC.
4. BU and HACC will each designate contact persons for this partnership who will guide the student through this process.
5. The student needs to work closely with the HACC Counseling and Advising Office of the HACC campus nearest to them to ensure they meet all requirements for the associate degree
6. The student should submit their BU final transcript for the associate degree in a time frame determined by the HACC advisor.
7. There will not be a HACC graduation or a BU transcript fee for the student.
8. BU and HACC will develop a process to track the progress of these students towards their associate degree.

Revisions, Renewal and Termination of this Agreement


This Reverse Transfer agreement will be in effect as of the date of its signing. Until the agreement is formally terminated, it will be reviewed annually by the appropriate parties at each institution, and will be renewed automatically for a maximum total term of five years or until superseded by a new agreement or formally terminated. Either institution may terminate this agreement at any time by written notice at least one year in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students who have filed a Reverse Transfer Credit Application Request and are in the process of meeting the conditions set forth in this agreement.

This agreement constitutes the entire agreement between BU and HACC regarding the subject matter herein and supersedes any prior written agreement, oral understanding or any other representation or statement between the parties regarding this subject matter. No modifications, alterations, changes, or waiver to this agreement shall be valid unless accomplished by a written amendment signed by both parties.


The undersigned representatives of the parties, Harrisburg Area Community College and Bloomsburg University of Pennsylvania have executed this agreement on the dates indicated:

For Harrisburg Area Community College:

For Bloomsburg University of Pennsylvania:




John J. Sygalski Date
President



David Soltz Date
President

Approved as to Form and Legality:

 10-27-15
University Legal Counsel Date
Pennsylvania State System of Higher Education

RECEIVED
OCT 27 2015
OF CONTRACT

Appendix A
Reverse Transfer
Bloomsburg University of Pennsylvania and Harrisburg Area Community College
Application Request

I formally request that Bloomsburg University of Pennsylvania (BU) share my educational information and forward to Harrisburg Area Community College (HACC) an official Bloomsburg University of Pennsylvania transcript. I understand that in order to apply for Reverse Transfer I must have completed a minimum of 45 credits of study. I also understand that I must work closely with the Counseling and Advising Office at the nearest HACC campus to ensure I complete the required course work to receive my associate degree from HACC once I have completed this application.

Student Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

BU ID: _____ HACC ID (if known): _____

Total Number of HACC Credits: (minimum of 45 must be complete prior to completing this application) _____

HACC Major: _____

HACC GPA: _____ BU GPA: _____ BU Major: _____

FERPA Statement: Under the Family Educational Rights and Privacy Act ("FERPA") of 1974, and as amended, I understand that my educational records cannot be released without my written permission. I therefore authorize the release of my education records from BU to HACC, in order to share student data information between the two institutions without violation of FERPA. I understand that this FERPA Release will be in effect as long as I am participating in the Reverse Transfer Program between BU and HACC and I have the right to rescind this release agreement at any time by providing the Registrar at BU.

Student Signature

Date