

Memorandum of Understanding

Virginia Commonwealth University, John Tyler Community College and Reynolds Community College

Reverse Transfer Degree Program

Virginia Commonwealth University (VCU), John Tyler Community College (JTCC), and Reynolds Community College (Reynolds) hereby enter into an agreement to implement a Reverse Transfer Degree program effective spring semester 2018. The purpose of this agreement is to share directory and academic record data among the parties in a manner consistent with the Family Education Records Privacy Act of 1974 ("FERPA") and any applicable law or policy governing any of the entities party to this Memorandum of Understanding. The transcript information will be used to identify VCU students who may be eligible for a community college credential through reverse transfer of credit from VCU to JTCC or Reynolds. The goal of this Reverse Transfer Degree Program is to increase the number of individuals with a postsecondary credential in the Richmond Metropolitan Area.

The terms and conditions of this Memorandum of Understanding are as follows:

- I. **PARTIES.** The above mentioned institutions are all state entities that are eligible to share information with outside organizations and institutions for the purpose of achieving their missions. These institutions desire to share information regarding potential community college graduates. The parties wish to share transcript information of students, which include:
 - student name
 - academic program
 - student (last) mailing address
 - student school email address
 - student personal email address
 - student phone number(s)
 - courses, credits, and grades earned

- II. **COMPLIANCE WITH FERPA.** To effect the transfer of data subject to FERPA, the institutions agree to:
 - A. In all respects comply with the provisions of FERPA. For purposes of this agreement, FERPA includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations. Nothing in this agreement may be construed to allow any party to maintain, use, disclose or share student information in a manner not allowed by federal law or regulation.
 - B. Obtain signed and dated written consent from eligible students to share transcript information, in compliance with Section 99.30 of Title 34 of the Code of Federal Regulations.
 - C. Require all employees, contractors and agents of any kind to be knowledgeable of and comply with all applicable provisions of FERPA and other federal laws with respect to the data shared under this agreement.
 - D. Not to provide any data obtained under this agreement to any party ineligible to receive data protected by FERPA or prohibited from receiving data from any entity.

- III. **RESPONSIBILITIES OF VCU.** In order to implement the Reverse Transfer Degree Program,

VCU will be responsible for the following:

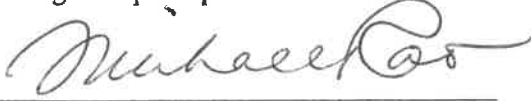
- A. Identify students who have transferred from JTCC or Reynolds to VCU who are eligible for participation in the Reverse Transfer Degree Program. To be eligible, students must meet all of the following eligibility criteria:
 - i. Transferred to VCU before earning an associate degree
 - ii. Transferred at least 45 credits to VCU
 - iii. Completed at least one semester of enrollment at VCU
 - iv. Have not graduated from VCU
 - v. Do not have a transcript hold at VCU
- B. Contact each eligible student to request their signed and dated written consent in electronic form to share transcript information with their former community college. In compliance with Section 99.30(d) of Title 34 of the Code of Federal Regulations, the electronic consent form will not only identify and authenticate the student as the source of the electronic consent but also indicate the student's approval of the information contained in the electronic consent. VCU will start requesting student consent from participating community college students as part of the application process for transfer students in spring 2018.
- C. Send transcripts of eligible and consenting students free of charge to their former community college's registrar (or representative).
- D. Market the benefits of participating in the Reverse Transfer Degree Program in all communications sent to eligible students.

IV. RESPONSIBILITIES OF JTCC AND REYNOLDS. In order to implement the Reverse Transfer Degree Program, the community colleges will be responsible for the following:

- A. Conduct degree audits of students' community college and VCU transcripts received as part of the Reverse Transfer Degree Program to determine degree eligibility. This will include an evaluation of students' residency status at community college.
- B. Approve the use of upper-level course substitutions, as appropriate, to apply to associate degree requirements.
- C. Contact students to inform them of their degree eligibility.
- D. Market the benefits of participating in the Reverse Transfer Degree Program to students who plan to transfer to VCU before completing the associate degree.

V. ACCOUNTABILITY: By May 2019, representatives from all three institutions will meet and write a joint status report, including recommendations for the future of the Reverse Transfer Degree Program.

We agree to participate in the Reverse Transfer Degree Program.



President, Virginia Commonwealth University

3/16/18

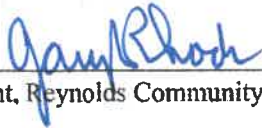
Date



President, John Tyler Community College

3/23/18

Date



President, Reynolds Community College

3.27.18

Date

VCU REVIEWERS:



Sarah D. Johns, Associate University Counsel*

2-15-18
Date




Sybil Halloran, Interim Vice Provost of Strategic Enrollment Management

2-26-18
Date



Deborah Noble-Triplett, Senior Vice Provost for Academic Affairs

03.07.18
Date

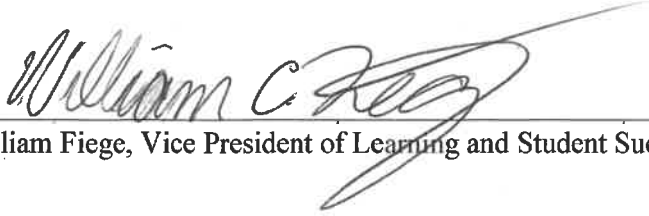


Gail Hackett, Provost and Vice President for Academic Affairs

3/13/18
Date

*Review of agreements by Office of University Counsel is only as to form and for legal sufficiency.


JTCC REVIEWERS:



William Fiege, Vice President of Learning and Student Success

5/23/18
Date

REYNOLDS REVIEWERS:



Thomas Hollins, Vice President of Student Affairs

3/26/18

Date

