REGIONAL REVERSE TRANSFER MEMORANDUM OF UNDERSTANDING

BETWEEN

UNIVERSITY OF SOUTH FLORIDA,
HILLSBOROUGH COMMUNITY COLLEGE,
ST. PETERSBURG COLLEGE,
PASCO-HERNANDO COMMUNITY COLLEGE,
AND
POLK STATE COLLEGE

This Memorandum of Understanding (MOU) is entered into by and between the University of South Florida, 4202 East Fowler Avenue, SVC2002, Tampa, Florida 33620, herein referred to as USF, Hillsborough Community College, P.O. Box 31127, Tampa, Florida 33631, herein referred to as HCC, St. Petersburg College, P.O. Box 13489, St. Petersburg, Florida 33733, herein referred to as SPC, Pasco-Hernando Community College, 10230 Ridge Road, New Port Ritchey, Florida 34554, herein referred to as PHCC, and Polk State College, 999 Avenue H. NE, Winter Haven, Florida 33881, herein referred to as PSC.

WHEREAS, on November 16, 2011, the Presidents of USF, HCC, SPC AND PHCC signed a Joint Resolution to establish a regional consortium of higher educational institutions in the area committed to a regional strategy to expand access, to meet extraordinary demands for growth and to provide for a competitive workforce in the Tampa Bay region (Exhibit A); and

WHEREAS, the Joint Resolution outlined how the consortium partners would establish an alignment of inter-institution systems, policies and procedures for the reverse transfer of coursework from USF to the Florida College System (FCS) consortium partners, for students who did not complete their Associate of Arts (AA) degree to fulfill requirements at the FCS institutions so students will earn the AA from their original SCS institutions; and

WHEREAS, PSC has been added to the Consortium for this Regional Reverse Transfer MOU; and

WHEREAS, USF, HCC, PHCC, PSC and SPC formed a consortium to develop a common framework where academic credits completed at USF will be transferred back to the student’s original FCS for awarding an Associate degree (Exhibit B); and

WHEREAS, this MOU will outline further how the Consortium parties will implement the reverse transfer from USF to the appropriate FCS institution to allow students to graduate with an AA.

NOW THEREFORE, in consideration of the premises, the mutual covenants and agreements contained hereinafter, the adequacy of which is hereby acknowledged, the parties do agree as follows:

I. The FCS Consortium Partners will be responsible for the following:

A. Identify domestic students who transferred to USF prior to the completion of their Associate degree at the FCS partner institutions.
B. Provide USF with timely and accurate information for those students who will be able to meet Associate degree requirements at USF each term.

C. Collaborate with USF Registrar to exchange student records.

D. Confer the Associate Degree.

E. Communicate with USF students who have met Associate degree requirements to insure they are aware of the posting of their degree.

F. Provide students with information about the conferral, convocation, and commencement information associated with award of the Associate degree.

G. Recognize and accept any partnering institution’s declaration of completion of General Education requirements.

II. USF will be responsible for the following:

A. Provide access to student academic records for those students requested by the FCS Consortium partners.

B. Upon admission to USF with a minimum of 15 credits earned from an FCS Consortium partner, USF will make students aware of the MOU as outlined in this MOU.

C. Provide FCS Consortium partners with updated and accurate student directory/contact information.

D. Ensure continuous communication and liaison between the USF and FCS Consortium partners in support of these reverse transfer initiatives.

III. FERPA:

Student data disclosed among and between institutions for the purpose of accommodating reverse transfer are sanctioned under Family Educational Rights and Privacy Act (FERPA).

IV. TERMS OF THIS MOU

A. This MOU shall take effect upon signing. It shall be automatically renewed on an annual basis unless any party provides the others written notice no-later-than one hundred twenty (120) days prior to the expiration of the preceding term that it wishes to terminate this MOU. If any party fails to follow the terms and conditions of the MOU, as set forth herein, the other parties have the right to terminate this MOU immediately upon written notice to the others.

B. This MOU is subject to each party’s continued compliance with Southern Association of Colleges and Schools (SACS) and other accrediting bodies.

C. Modifications, additions or deletions from this MOU must be in writing and signed by any parties.
University of South Florida, 
Tampa, FL
University of South Florida Board of Trustees, a Public Body Corporate of the State of Florida

Judy Genshaft
President

Hillsborough Community College
Tampa, FL

Ken Atwater
President

St. Petersburg College
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William D. Law, Jr.
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Pasco-Hernando Community College
New Port Ritchey, FL

Katherine M. Johnson
President

Polk State College
Winter Haven, FL

Eileen Holden
President
EXHIBIT A, JOINT RESOLUTION

A JOINT RESOLUTION OF THE
UNIVERSITY OF SOUTH FLORIDA,
HILLSBOROUGH COMMUNITY COLLEGE,
PASCO-HERNANDO COMMUNITY COLLEGE,
AND ST. PETERSBURG COLLEGE

INDICATING THEIR COMMITMENT TO A REGIONAL STRATEGY FOR HIGHER
EDUCATION DESIGNED TO EXPAND ACCESS, MEET THE EXTRAORDINARY DEMANDS
FOR GROWTH, AND PROVIDE FOR A COMPETITIVE WORKFORCE IN THE TAMPA BAY
REGION

WHEREAS, the demand for higher education in the Tampa Bay region is continually
growing; and

WHEREAS, the availability of highly skilled technicians, scientists, professionals, and
managers is a critical factor in the economic growth of the region; and

WHEREAS, the Tampa Bay region is currently host to a large, motivated, yet
undereducated workforce; and

WHEREAS, this region boasts an educational infrastructure with one of the most effective
two-plus-two systems of higher education in the nation; and

WHEREAS, a regional consortium of higher education institutions can be employed to
create a deep pool of highly skilled and educated technicians, scientists, professionals, and
managers to provide a competitive advantage for the Tampa Bay region in economic development
and diversification; and

WHEREAS, the signatory parties of this Agreement believe the region’s two-plus-two
system can further collaborate and expand to meet the demands described above.

NOW, THEREFORE, BE IT RESOLVED THAT THE UNIVERSITY OF SOUTH FLORIDA,
HILLSBOROUGH COMMUNITY COLLEGE, PASCO-HERNANDO COMMUNITY
COLLEGE, AND ST. PETERSBURG COLLEGE AS CONSORTIUM PARTNERS AGREE TO
THE TENETS OF THIS CONSORTIUM AGREEMENT AS FOLLOWS:

I. Consortium partners commit to a proactive strategy of cooperation to produce
   A. substantial, measurable increases in access to public higher education and degree
      production at the associate’s, bachelor’s and graduate degree levels;
   B. better preparation of students at every level to promote further study;
   C. increased transfers from community colleges to the university or other four-year
      programs within the consortium;
   D. reduced time to degree for the associate’s and bachelor’s degree programs; and
   E. other measures of strategic importance to the region’s educational and economic
      progress.

II. Consortium partners are committed to planning, developing, and aligning instructional
    programs at the undergraduate, graduate and post-graduate levels to create a deep, flexible,
    and highly skilled workforce in response to demands and anticipated economic growth
    opportunities.
III. Consortium partners will collaborate in innovative ways to promote expanded access for regional students to include

A. guaranteed admission to the university for the Associate of Arts (AA) graduates and the Associate of Science (AS) graduates consistent with statewide articulation policy and AS-to-BS agreements;
B. concurrent enrollment status for selected community/state college students with university advisors assigned to these students;
C. preferential admission to selective upper-division programs at the university for graduates from consortium partners; and
D. expansion of financial aid resources to support two-plus-two students.

IV. Consortium partners will collaborate on possible joint staffing opportunities for faculty, student services and other key personnel for the benefit of the consortium.

V. Consortium partners pledge to expand the two-plus-two model as both the most effective and efficient system for producing quality graduates at all levels.

VI. Consortium partners agree that they will not seek to offer bachelor’s degrees, nor invite other baccalaureate providers to their campuses unless the university declines to deliver the program which has been identified as needed by the residents within the service area of the community/state college. Similarly, the university will not seek to develop programs in areas that would be in direct competition with programs available through the consortium colleges.

VII. Consortium partners will create a specific operating plan to guide the local strategy within the framework of the resolution. Routine collaboration among consortium partners will provide a climate for planning, trust, and innovation capturing best practices and creative thinking from each partner.

VIII. Consortium partners will establish an interdependent arrangement that enables deeper alignment of systems, policies, and procedures ensuring seamless and concurrent transitions for students. Data sharing will enable the consortium to improve the quality of processes and student learning in a systematic manner and advance public accountability for the results to which we pledge.

IX. Consortium partners will collaboratively establish, publish and annually review the Addendum to this agreement which outlines specific inter-institutional admission processes, arrangements, communications, operations and staffing in support of the consortium agreement framework outline herein (see attached Addendum).

X. Consortium partners agree, while this resolution is not a legally binding agreement, it is a pledge to share our stewardship of this consortium, advance the prosperity of our regional community, and serve the students to whom we are enjoined by offering the very best possible educational opportunities.
INDICATING THEIR COMMITMENT TO A REGIONAL STRATEGY FOR HIGHER 
EDUCATION DESIGNED TO EXPAND ACCESS, MEET THE EXTRAORDINARY DEMANDS 
FOR GROWTH, AND PROVIDE A BETTER COMPETITIVE AND SKILLED WORKFORCE 
IN THE TAMPA BAY REGION.

Ken Atwater
President
Hillsborough Community College

Katherine M. Johnson
President
Pasco-Hernando Community College

William D. Law
President
St. Petersburg College

Judy Genshaft
President
University of South Florida

Date

11/16/11

11/16/11

11/16/11

11/16/11
ADDENDUM

REGIONAL CONSORTIUM AGREEMENT

A JOINT RESOLUTION OF THE
UNIVERSITY OF SOUTH FLORIDA,
HILLSBOROUGH COMMUNITY COLLEGE,
PASCO-HERNANDO COMMUNITY COLLEGE,
AND ST. PETERSBURG COLLEGE

Dated: November 16, 2011

THE PARTIES OF THIS CONSORTIUM AGREEMENT WILL COLLABORATE TO ESTABLISH
INTER-INSTITUTIONAL POLICIES WHICH PROMOTE AND PROVIDE THE FOLLOWING:

1. Joint admission among regional Florida State Colleges (SCs)/Community Colleges (CCs) and
   USF with guaranteed transfer for Associate in Arts (AA) graduates who meet GPA requirements
   and complete the requisite program prerequisites.

2. Modified transfer admission criteria, where appropriate, for graduates of regional colleges of the
   consortium versus those from colleges outside the region.

3. Transitional advisors from USF to work closely with community/state college advisors and their
   students throughout their AA progress toward admission to USF (i.e. – visits to SCs and CCs on
   regular basis to meet with advisors and students, arrange trips to USF for campus tours, and other
   special arrangements).

4. Work toward an information sharing system that will allow prospective transfer students from
   regional colleges to access USF’s degree audit (Degree Works) system for a clear understanding
   of actual progress toward baccalaureate degrees.

5. Outline of variations in transfer requirements to regional campuses within the USF system.

6. Sharing of information for reverse transfer from USF institutions to SC degree programs.

7. Establish a policy to transfer coursework back from USF to SCs and CCs for students who did
   not complete the AA to fulfill requirements to be granted the AA from their original institutions.

8. Data sharing from USF to SCs and CCs regarding transfer student success by academic major to
   identify potential issues for course articulation (content and standards) to improve student
   success.
EXHIBIT B, REGIONAL REVERSE TRANSFER MOU

A Proposal for Reverse Transfer Graduation,
A Tampa Bay Consortium with USF (11/30/12)

Purpose

A Consortium has been convened of four institutions within the Florida College System (FCS) in the Tampa Bay vicinity and the University of South Florida (USF). The purpose of the Consortium is to develop a common framework whereby academic credits completed at the university are transferred back to the colleges for purposes of awarding an associate degree. The Consortium consists of Hillsborough Community College, Pasco-Hernando Community College, Polk State College, and St. Petersburg College as agreed upon by their respective presidents.

The Consortium membership will leverage their “auto-graduation” systems in an expansion to reverse transfer graduation. The initial foray into reverse transfer will be governed by the parameters defined below.

Criteria

Reverse Transfer Degree: Associate of Arts (AA)

Student Eligibility for reverse graduation:

Students must meet the following criterion:
1. Have earned 15 or more college credit hours toward an AA degree (within SACS C.S. 3.5.2 compliance) from the FCS institution awarding the degree;
2. Were degree-seeking or dual enrolled at the Florida college; and
3. Are in good academic standing.

College Eligibility to reverse graduate a student:

The following criteria must be met to identify the college that awards the AA degree.
1. The associate degree is awarded by the college from which the student transferred.
2. For students with earned college credits at more than one college, the college awarding the most credits awards the degree insofar as the accumulated hours at that college are applicable to at least 25% of the AA degree (generally 15 credit hours) per SACS comprehensive standard 3.5.2, Institutional Requirements for a Degree.
3. In the event of a tie in which the number of credits are equal, the last institution attended will award the degree.
Reverse Graduation Methods

Method to determine student eligibility to reverse graduate:

1. The National Student Clearinghouse will be used to verify that eligible students have been enrolled at USF.
2. Nominally, the FASTER transcript exchange will be used to verify credits completed at USF.
3. It is recommended that the determinations above be made at least once a year for the prior year's transfers to allow completion of the necessary credits for the degree.

Reverse Graduation Process:

Each institution will follow their own graduation procedures to reverse graduate students in accord with those Criteria identified above and those requirements unique to their respective institutions (e.g. capstone courses, computer proficiency, etc.). However, in all instances there will be communication with the student and USF when the degree is posted.

Policy Recommendations

1. It is advised that the institution develop an auto-graduation policy and procedure to facilitate reverse graduation.
2. It is advised that the institution develop a reverse graduation policy in concert with the Criteria above.
3. It is advised that the institution evaluate their policy as it relates to 99.31 and 99.33 of the Family Educational Rights and Privacy Act (FERPA) as it pertains to prior consent and limitations to the disclosure of student information.
4. In accord with the reciprocal recognition of General Education requirements within the state (Chapter 6A-10.024, 3.b,c of the FAC/BOG Articulation Resolution); Florida colleges will recognize the satisfaction of those requirements by students enrolled at USF, as specified by the university, in the reverse transfer graduation of the AA degree.
5. Policies should be published for public disclosure (e.g. College Catalog).

Oversight

For the time being it is proposed that a Reverse Transfer Task Force oversee the operation of the process, as articulated in a Memorandum of Understanding, and to work collaboratively toward its improvement.
Reverse Graduation Process

Student leaves FCS school without graduating

Accepted at USF

FCS school matches eligible students to USF through NSCH after one year absence

Student meets eligibility criteria

FCS school requests electronic transcripts for all matched students to determine if graduation requirements met and ensure student is not awarded AA from USF

Student meets graduation requirements

FSC Institution sends USF a list of students who were graduated and USF sends congratulatory letter. Second option is to send one letter with joint signatory.

USF advises student about AA/AS completion benefits at FCS institution and advises about reverse transfer

No action if not-accepted to USF

No action if student not eligible

Iterative review for 2 years

Transcripts sent to USF denoting degree

Joint congratulatory notification to student from FSC institution and USF*

Data sent to state in normal course of reporting

Reporting for grant purposes in OCCRL format: per state instructions

* FSC Institution sends USF a list of students who were graduated and USF sends congratulatory letter. Second option is to send one letter with joint signatory.