



REVERSE TRANSFER MEMORANDUM OF AGREEMENT

TIDEWATER COMMUNITY COLLEGE & NORFOLK STATE UNIVERSITY

INTRNSUCTION

THIS MEMORANDUM OF AGREEMENT, dated December 7, 2021 is by and between Tidewater Community College (TCC) AND Norfolk State University (NSU) who have elected to participate in the exchange of information that provides a seamless transfer process for students who meet identified criteria for the completion of their approved associate degree. This collaboration contains the fundamental elements necessary for Reverse Transfer between institutions with the recommended support of the National Student Clearinghouse (NSC).

REVERSE TRANSFER

REVERSE TRANSFER assists former TCC students who earned credits that applied towards an associate degree but who did not complete sufficient credits to earn their degree. These students then pursued their education at NSU. This agreement is designed to allow these students to transfer credits earned at NSU back to TCC to complete their associate degree.

Pursuant to this agreement, NSU shall include as part of its application process an option for students to participate, requiring students to provide consent for participation. Student consent will be obtained prior to any data exchange.

As part of this agreement, TCC and NSU shall each sign a REVERSE TRANSFER PARTICIPATION AGREEMENT with The National Student Clearinghouse (NSC). Initiation of this agreement must be made by each institution within 10 business days of a fully signed and executed Reverse Transfer Memorandum of Agreement. TCC shall be designated as the degree granting institution (DGI), and NSU shall be designated as the host institution.

Under the agreements with NSC, NSC will uphold FERPA compliant communications and data exchange. NSC will also be authorized to receive files containing specific transfer information via a secured file transfer process. These files will then be distributed to TCC to be used to award an associate degree.

Through this agreement, students who have completed a minimum of 15 credits prior to transfer are eligible for participation.

I. TERMINATION

AT ANY TIME, A PARTICIPATING INSTITUTION MAY TERMINATE THIS AGREEMENT UPON NINETY DAYS WRITTEN NOTICE TO the OTHER INSTITUTION. If the agreement is terminated during an academic term, NSU must complete their student data uploads scheduled for that academic year. Currently enrolled students will be allowed to finish the coursework required to complete their associate degree under this agreement, by submitting an individual request for transcripts to be shared.



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In the event of termination of this agreement, both institutions will cease the gathering of student consent and modify all documents such as websites and/or articulation agreements that may market or apply reverse transfer strategies.

II. FORMAL AGREEMENT CONSENT

THE INDIVIDUALS EXECUTING THIS AGREEMENT ON BEHALF OF EACH INSTITUTION ACKNOWLEDGE THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS AGREEMENT. ALL PARTIES HEREBY ACKNOWLEDGE THAT THEY HAVE READ AND UNDERSTOOD THIS AGREEMENT.

III. PRINCIPAL CONTACTS

The Principal Contacts for each one of the organizations is:
Tidewater Community College:

Dr. Kellie Crawford-Sorey
Associate Vice President for Academic Affairs
121 College Place, Suite 624, Norfolk, VA 23510
757-822-1065

Norfolk State University:

Meshea Vann
Director of Transfer Admissions & Services
Norfolk State University
700 Park Avenue
Norfolk, VA 23504
757-451-7745

Such Principal Contacts may be changed in writing from time to time by their respective Partners.

IV. EFFECTIVE DATES, AMENDMENTS, & SIGNATURES

This MOA SHALL TAKE EFFECT UPON SIGNING BY BOTH PARTIES. NEITHER PARTY MAY ASSIGN OR TRANSFER ALL OR ANY PORTION OF THIS MOA WITHOUT THE PRIOR WRITTEN CONSENT OF THE PARTY.

The provisions of this MOA may only be amended or waived by mutual written agreement by both Parties.

The individuals signing this MOA on behalf of their respective entities represent and warrant (without personal liability therefore) that upon the signature of each, this MOA shall have been duly executed by the entity each represents.

Michelle Woodhouse 2-1-22

Signature Date

Dr. Michelle Woodhouse
~~Interim~~ Vice President for Academic Affairs
Tidewater Community College

Javaune Adams-Gaston 12/8/2024

Signature Date

Dr. Javaune Adams-Gaston
President
Norfolk State University