

## Reverse Transfer Agreement

### Nicolet Area Technical College and University of Wisconsin – Extension

- I. This agreement facilitates the reverse transfer of credit from the University of Wisconsin – Extension (UWEX) to Nicolet Area Technical College (Nicolet College) for students who have transferred from Nicolet College to the UWEX. This reverse transfer of credit is intended to add accumulated credits for the awarding of an associate’s degree at Nicolet College.

Nicolet College and the UWEX will maintain the integrity of their separate requirements and enter into this agreement as cooperating institutions.

- a. Nicolet College students who plan to transfer to UWEX will be asked to sign a Participation Agreement and Consent of Disclosure of Records release at the time they request a Nicolet College transcript be sent to UWEX for admission review. If the Nicolet College student is admitted to, and subsequently enrolls at UWEX, a Participation Agreement and Consent of Disclosure of Records form is on file for the student and the student has:
  - i. transferred with a minimum of 52 credits from Nicolet College
  - ii. completed at least 15 credit equivalencies at UWEX
  - iii. Nicolet College will notify these students of their potential eligibility to receive an associate’s degree for coursework successfully completed at Nicolet College and UWEX. Nicolet College will provide information on the associate’s degree reverse transfer application process.
  - iv. UWEX will exchange the following data elements with Nicolet College:
    1. First Name
    2. Last Name
    3. Middle Name
    4. Birth Date
    5. Matriculation Term
    6. Social Security Number – Last 4 digits
    7. Course - Term
    8. Course - Session
    9. Course - Subject Description
    10. Course - Course Number
    11. Course - Title
    12. Course - Credits
    13. Course - Grade

- v. Nicolet College will evaluate the UWEX credit(s) earned, in combination with the Nicolet College credit(s) earned and notify the students as to the outcome of the associate's degree reverse transfer application.
- vi. All advising for reverse transfer students seeking the Nicolet College associate degree will be provided by Nicolet College.

The following section outlines commitments made by both UWEX and Nicolet College to ensure the successful implementation of this agreement.

- II. Each signatory of this agreement agrees to:
  - a. Share student information in a manner that complies with the Family Educational Rights and Privacy Act guidelines, parameters of the law, and regional accrediting agencies;
  - b. Develop a method to track the success of the initiative and share results on an annual basis;
  - c. Develop and document, and share the system, processes, and communication supporting the agreement;
  - d. Maintain and house a copy of this document in their respective offices; and
  - e. Use current standards for electronic exchange of academic data for students moving between Nicolet College and the UWEX.
- III. Qualified students applying to Nicolet College or UWEX during or after the semester of this document's signing shall be considered under this agreement.
- IV. This agreement shall terminate June 30, 2024, if the parties fail to actively review and renew the agreement.
- V. If either party wishes to terminate this agreement, written notice of termination shall be given in writing at least 120 days prior to the effective date of termination.