

**ADDENDUM TO DUAL ADMISSIONS AGREEMENT  
REVERSE TRANSFER PROVISIONS**

**Cleveland State Community College  
And  
Tennessee Wesleyan College**

**Definition of Reverse Transfer**

Reverse Transfer. A student completes courses at the four-year institution which may be transferred back to the community college to help fulfill the associate's degree requirements. Students must complete a total of 25% earned credit hours towards the associate's degree at the community college to pursue reverse transfer from the four-year institution to the community college to earn an A.S. or A.A.

**Reverse Transfer Terms**

**a. Eligibility to Reverse Transfer**

- Student must be currently enrolled at a Tennessee four-year institution and have been previously enrolled at a Tennessee community college or other Tennessee associate degree-granting institution.
- Student must have earned a minimum of 15 college credits towards an associate degree at the associate degree-granting institution.
- Student must have earned a combined minimum of 60 total college-level credits.

**b. Reverse Transfer Student Responsibilities**

- Student must adhere to the catalog requirements established by the degree-seeking institution. (SACSCOC 3.5.3)
- Student must provide the university written authorization to release the transcript to the community college.

**c. Institutions' Responsibilities for the Reverse Transfer program**

- The community college will accept any appropriate university credit taken by the student towards the associate's degree.
- The transfer of credits between the institutions will be processed pursuant to policies and procedures of the institution that will be accepting the transfer credits.

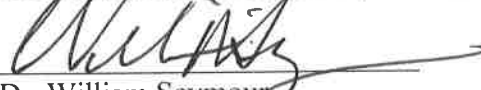
- The college will endeavor to provide the community college with information on transfer students to help the community college identify students who could benefit from Reverse Transfer courses.
- Each institution will develop a web site specifically for Reverse Transfer.
- Each institution will apply its own administrative processes and procedures to address (a) complaints or grievances relating to its administration, faculty, staff, the student, other students, classes, services or facilities and (b) violations of its policies, rules, regulations, and/or conduct codes.

In witness whereof, the parties have by their duly authorized representatives set their signatures to approve these additions to the dual admissions agreement.

**Tennessee Wesleyan College**

  
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Dr. Harley Knowles  
President

**Cleveland State Community College**

  
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Dr. William Seymour  
President

Date: 5.25.16

Date: 5-18-16