

TRANSFER AGREEMENT
BETWEEN
KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM (KCTCS)
AND
AMERICAN PUBLIC UNIVERSITY SYSTEM (APUS)

I. Purpose

KCTCS and APUS recognize the need to support KCTCS students wishing to complete a KCTCS credential and transfer to APUS to fulfill their educational goals. Therefore, the purpose of this Transfer Agreement (“Agreement”) is to establish KCTCS and APUS as active educational partners, committed to providing educational opportunities for students wishing to transfer and supporting the concept of seamless transfer, including providing the appropriate student support for a successful transfer experience.

II. Transfer Credit

In support of this Agreement, KCTCS and APUS will work together to maximize the application and acceptance of transfer credit. KCTCS degree program to APUS degree program agreements referred to as “Transfer Pathways” are separate documents that outline academic program specific information. Transfer Pathways must be consistent with the doctrines of this overarching Agreement. Acceptance and application of transfer credit will be determined in accordance with the relevant pathway pursuant to this Agreement. Students transferring credit outside of a Transfer Pathway will have the application of transfer credit done on a course-by-course basis by APUS.

III. Accreditation and Federal Financial Aid Eligibility

KCTCS consists of 16 colleges individually accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (each a “KCTCS College”), which is recognized by the US Department of Education. APUS is accredited by the Higher Learning Commission (HLC), which is recognized by the US Department of Education. All KCTCS Colleges and APUS will observe the applicable accrediting bodies’ policies, standards, and procedures and will adhere to the requirements of reporting information to these and other agencies. Failure of any participating KCTCS College to maintain good standing with SACSCOC or APUS to maintain good standing with the Higher Learning Commission (HLC) could result in immediate termination of this Agreement.

APUS must maintain eligibility to package and disburse (deliver) FSA to eligible students. KCTCS reserves the right to terminate this Agreement if APUS is placed on Heightened Cash Monitoring 2 by the US Department of Education.

IV. Admission Requirements

APUS requires the following for admission:

- Transfer Students must
 - Submit transcripts from any other schools where you earned college-level academic credit.
 - Military undergraduate students will submit a government issued Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcript.
 - Earn a grade of C or higher in a course in order for those course credits to transfer to APUS.
 - Not include courses that are remedial, developmental, vocational, or continuing education units (CEU). APUS does not include KCTCS degree-applicable technical courses within their definition of vocational.
 - A legible copy of a valid government issued photo ID such as driver's license, state ID or passport. For military and veteran students, the University will accept their government issued JST or CCAF transcript.
 - Any documents required for admission into their selected Transfer Pathway Program.

Other factors to consider and information to know before transferring:

- APUS accepts transfer courses from nationally or regionally accredited institutions.
- APUS requires transfer students to complete 30 credit hours toward a Bachelor degree at APUS.
- APUS will convert quarter units to semester units.
- APUS Transfer Student Link: <https://www.apu.apus.edu/transfer-credit/>

For the avoidance of doubt, nothing in this Agreement shall limit APUS's ability to modify its admissions requirements or any other University policies, procedures or other requirements.

V. Benefits Available to KCTCS Students Transferring to APUS

- Book Grants. APUS will extend an undergraduate book grant to students, as applicable.
- APUS shall offer a 10% Partner Grant to eligible students as described below.
- APUS shall offer eligible KCTCS employees, and family members of eligible KCTCS employees, the opportunity to purchase educational services along with a grant, creditable solely against the payment of APUS tuition, equal to ten (10%) percent of the applicable, then-current APUS published tuition charged to non-military APUS students for courses that are part of an APUS degree or certificate program that is generally available to the public (such grant program, hereinafter, referred to as the "Partner Grant"). The Partner Grant shall not be offered, and may not be used, in conjunction

with any other scholarship, grant, or discount programs that may be made available by APUS or to APUS students.

- APUS shall make the Partner Grant available to a KCTCS employee or family member of a KCTCS employee who (i) is determined and verified by KCTCS to be a KCTCS employee or family member of a KCTCS employee, and (ii) satisfies all of APUS's then current standard policies, rules, procedures, criteria, and requirements for admission and enrollment applicable to such KCTCS employee or family member of a KCTCS employee.

VI. Credit Hour Transfer Requirements

APUS agrees to provide KCTCS information about APUS's transfer credit and evaluation processes, which APUS may modify at any time and for any reason. KCTCS shall notify APUS in writing, in advance of any program changes that may affect these processes.

This Agreement seeks to maximize the acceptance and application of transfer credit from KCTCS to APUS. Course-by-course equivalencies will be specified on individual transfer pathways updated annually and published publicly on APUS's website for student and advisor access. KCTCS will link to the transfer institution's website that houses the transfer pathways and important transfer information for KCTCS advisors and students to know.

Credits awarded at KCTCS for prior learning experiences (CPL), Advanced Placement, CLEP tests, and other transfer credits may transfer to APUS as awarded at KCTCS, but in all instances shall be subject to APUS policies regarding transfer credit.

The maximum number of hours that may be transferred from KCTCS (and any other previous institutions where a student has earned credit hours) for credit toward a degree at APUS is 90 hours. Students transferring to APUS must earn a minimum of 30 credit hours (hours in residency required) at APUS to be awarded a bachelor's degree.

VII. Minimum Grade Requirements

For a course to be accepted as a transfer credit at APUS, students must have received a grade of "C" or better. Collegiate-level courses completed at KCTCS with a "C" or better grade will be accepted toward total credits earned. However, the student may be required to retake any course in which a grade of "C" was earned, if a higher minimum grade is required in the transfer program.

Transfer students who have earned a cumulative grade point average below 2.0 or those who have been dismissed previously from another institution of higher education will be considered for admission according to the then-current admissions policy and standards of APUS.

VIII. Reverse Transfer

To the extent an Institution student completes courses at APUS that may satisfy an associate's degree requirement at Institution; such coursework may be reverse-transferred from APUS back to Institution in accordance with then-current APUS policy and procedure.

Under this Agreement, KCTCS students will be encouraged to complete their associate degree before transferring to APUS. Should a KCTCS student transfer to APUS prior to completion of an associate degree, KCTCS and APUS shall provide the opportunity for students to subsequently complete the associate degree in absentia through Reverse Transfer. APUS agrees to partner with the National Student Clearinghouse (NSC) to submit Reverse Transfer enrollment/grade information for former KCTCS students. KCTCS agrees to evaluate credit for former students as supplied through NSC and will award an associate degree provided the student meets all requirements for the credential, including the residency requirement. The acceptance of credit and application toward a KCTCS degree is determined by the policies of the student's KCTCS home college.

IX. Grievance Procedures

KCTCS agrees that no complaint or grievance by a student solely against or solely involving APUS administration, faculty, staff, or facilities will be addressed via KCTCS grievance procedures, and such complaints shall be referred to APUS to follow their appropriate institutional process or grievance procedure. APUS agrees that students will not be allowed to use APUS grievance procedures to pursue complaints solely involving KCTCS and/or administration, faculty, staff, or facilities, and such complaints shall be referred to the appropriate KCTCS institutional process or grievance procedure. In the event of a complaint or grievance involving both APUS and KCTCS, the Parties agree to establish a process to address the complaint or grievance.

XIV. Marketing and Communications

Both KCTCS and APUS agree that any transfer-specific marketing and advising communications created specifically for KCTCS students will include language encouraging the completion of an associate degree at KCTCS.

APUS will create/maintain a microsite or individual landing page on APUS's website dedicated to the KCTCS partnership and include approved transfer pathways in an easy-to-follow format and update them annually. KCTCS will link to the APUS-KCTCS partnership page.

KCTCS will provide APUS with platforms to communicate with transfer students and advisors, specifically direct links to the APUS-KCTCS partnership page and a Transfer newsletter.

XV. KCTCS Commitments

KCTCS will provide a liaison who will coordinate transfer pathways with APUS. The liaison will be responsible for disseminating information to KCTCS departments and advisors. Liaison identified below.

KCTCS will provide APUS course curriculum documents upon request for the proper evaluation of credit.

KCTCS will provide APUS with a report of KCTCS curriculum changes in June prior to the fall semester when the changes go into effect.

KCTCS will provide APUS with an updated list of transfer coordinators at the 16 colleges.

KCTCS designates the following individual responsible for all aspects of this institutional agreement:

Dr. Tyra Frick, Director of Curriculum Alignment and Credit Mobility
Tyra.Frick@kctcs.edu
(859)256-3241

XVI. APUS Commitments

The University will provide a liaison who will coordinate the creation and review of pathways with KCTCS. The liaison will be responsible for disseminating information to APUS departments and advisors.

Dr. Chris Reynolds, CEM – Dean and Vice President Academic Outreach –
creynolds@apus.edu – 813-309-1948

APUS will provide admissions and advising services according to its current processes to assist students in the transfer process and may attend transfer events at KCTCS institutions when possible.

APUS will promptly provide updated contact information for the transfer liaison in the event the contact changes.

APUS designates the following individual responsible for all aspects of this institutional agreement:

Dr. Chris Reynolds, CEM – Dean and Vice President Academic Outreach –
creynolds@apus.edu – 813-309-1948

XVII. Miscellaneous Terms

1. This Agreement shall take effect upon the date of last signature by the authorized representatives of each Party and shall remain in effect for three (3) years unless terminated earlier by either Party as described below.
2. Written notice of intention to terminate or withdraw from this Agreement will be submitted by the academic head of either institution at least thirty (30) days prior to date of termination/withdrawal. Reasonable efforts shall be made to allow students already enrolled under the terms of the Agreement to complete the program in a timely

manner as long as they remain in good standing with APUS. In order for termination or withdrawal notices to APUS to be valid, a copy must also be sent to Legal@apus.edu.


3. This Agreement may be modified in writing and signed by both parties.

XVIII. Effective Date 07/14/2025


This agreement will be considered in force when signed by all parties.

Signatures: · 
[Ryan Quarles \(Jul 14, 2025 11:10 EDT\)](#)

Kentucky Community and Technical College System:

·  Ryan Quarles (Jul 14, 2025 11:10 EDT)	07/14/2025
Dr. Ryan Quarles, President, KCTCS	Date

American Public University System, Inc.

 Nuno Fernandes (Jul 11, 2025 20:01 EDT)	07/14/2025
Nuno Fernandes, President	Date










KCTCS - APUS Transfer Agreement Final July 2025

Final Audit Report

2025-07-14

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