

Memorandum of Understanding on
Reverse Transfer Associate's Degree Initiative

Between

Michigan State University
and
Mott Community College

Article I

The purpose of this Memorandum of Understanding (MOU) is to facilitate the implementation of a new initiative to assist students who have transferred from Mott Community College (Mott) to Michigan State University (MSU) to complete an Associate's Degree at Mott. This initiative applies to students who have attended Mott and transferred at least 15 credit hours to MSU and now have a total of 65 earned credit hours at MSU (including transfer hours). The signatories to this MOU commit to work collaboratively to enable qualified students to obtain said Associate's Degree.

Article II

Each signatory to the MOU agrees to:

1. Appoint a contact person as liaison for the initiative.
2. Develop and document the system, processes, communications and timeline supporting the initiative.
3. Outline student communications, procedures and advisement assistance to complete Associate's Degree requirements.
4. Share student information and ensure that it is done in a manner that is compliant with the Family Educational Rights and Privacy Act (FERPA).
5. Develop a method to track the initiative success and share results on an annual basis.
6. Follow the parameters of the law and regional accrediting agencies
7. Explore opportunities to leverage existing technology in an effort to create an effective, efficient and seamless process.

MSU agrees to:

1. Identify the students who qualify. Qualified students will be any student who attended Mott and transferred in at least 15 semester credits and have a total of 65 earned semester credits at MSU (including transfer credit).
2. Contact qualified students and give them the link to the on-line Reverse Transfer Agreement Transcript Request Release Form.
3. Send any requested transcripts to Mott Community College.
4. Maintain yearly records on the number of students who meet the criteria and communicate this with Mott Community College.
5. Maintain yearly records on the number of transcripts sent.

Article III

Mott agrees to:

1. Advise students who will be transferring to MSU of this agreement.
2. Review all transcripts received and identify the students that meet the requirements for an Associate's Degree.
3. Notify students who do not qualify.
4. Award the Associate's Degree and send the diploma to students who meet the requirements at the end of each semester.
5. Maintain yearly records on the number of students evaluated and the number of students who were awarded an Associate's Degree.

Article IV

It is mutually understood that:

1. This MOU may be terminated by either party upon written notice of termination providing it is delivered through registered mail and that the students who have already been given the on-line Reverse Transfer Agreement Transcript Release Request Form shall be given an opportunity to complete the program.
2. This MOU shall become effective upon signing by both parties. It shall remain in effect until such time as either party wishes to terminate; notice of termination shall be given in writing at least 120 days prior to the effective date of termination. This MOU may be modified at any time only by agreement in writing by the two parties.
3. Mott Community College and MSU will communicate regularly to assess the process and its success.

Signatures:



June P. Youatt
Provost - Michigan State University



Date



M. Richard Shaink
President - Mott Community College



Date