

Reverse Transfer Initiative
Memorandum of Understanding

Between

Davenport University

And

Lansing Community College

Article I

The purpose of this Memorandum of Understanding (MOU) is to assist students who have transferred from Lansing Community College to Davenport University to complete an Associate's Degree at Lansing Community College. This initiative applies to students who have attended Lansing Community College and transferred at least 30 credit hours to Davenport and now have a total of at least 67 earned credit hours at Davenport, including the transfer-in credits. 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 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. Acknowledge that information received regarding students may be protected by the Family Educational Rights and Privacy Act (FERPA) and the information will be used only for which it was disclosed.

Davenport agrees to:

1. Identify the students who qualify. Qualified students will be any student who attended Lansing Community College and transferred in at least 30 LCC earned semester credits and has a total of 67 earned semester credits at Davenport.
2. Contact qualified students and give them the option to opt-out of participating in the Reverse Transfer Agreement Initiative.
3. Send transcripts of students participating in the Reverse Transfer Agreement Initiative to Lansing Community College.
4. Maintain yearly records on the number of students who meet the criteria.
5. Maintain yearly records on the number of transcripts sent.
6. Promote this agreement through advising sessions with students.

Article III

Lansing Community College agrees to:

1. Advise students who will be transferring to Davenport of this agreement.
2. Review all transcripts received and identify the students that meet the requirements for an Associate's Degree.
3. Evaluate student records for the MTA / MACRAO agreement.
4. Notify students who do not qualify.
5. Communicate with students Davenport has identified to encourage acceptance of the Reverse Transfer agreement.
6. Award the Associate's Degree and send the diploma to students who meet the requirements.

Article IV

It is mutually understood that:

1. Davenport and Lansing Community College agree to develop marketing strategies and services which may include web pages, brochures, and related advertising, and to share the costs of these items. Any marketing strategies and services developed and any jointly shared costs must be pre-approved by both parties.
2. This MOU may be terminated by either party upon written notice of termination providing it is delivered through registered mail and that the students participating in the Reverse Transfer Agreement Initiative shall be given an opportunity to complete the program.
3. This MOU shall become effective upon signing by both parties, and remain in effect until either party terminates it. The MOU may be terminated pursuant to Article IV, paragraph two (2) of this MOU. This MOU may be modified at any time only by agreement in writing by the two parties.
4. Lansing Community College and Davenport will meet regularly to access the process and its success.