

**Memorandum of Understanding on
Reverse Transfer Associate's Degree Initiative**

Between

Central Michigan University Board of Trustees

and

Lake Michigan 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 Lake Michigan College to Central Michigan University (CMU) to complete an Associate's Degree at Lake Michigan College. This initiative applies to students who have attended Lake Michigan College and transferred at least 45 credit hours to CMU and now have a total of 61 earned credit hours at CMU. 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. Acknowledge that information received regarding students may be protected by FERPA and the information will be used only for the purpose for which it was disclosed.

Central Michigan University agrees to:

1. Identify the students who qualify. Qualified students will be any student who attended Lake Michigan College and transferred in at least 45 semester credits and have a total of 61 earned semester credits at CMU (including transfer credit).
2. Send an alert(s) to the student about this agreement prior to earning 61 hours.
3. Contact qualified students and give them the link to the on-line Reverse Transfer Agreement Transcript Request Release Form. These students will be noted on the system to ensure they will not be contacted again.
4. Send any requested transcripts to Lake Michigan College.

5. Maintain yearly records on the number of students who meet the criteria and communicate this with Lake Michigan College.
6. Maintain yearly records on the number of transcripts sent.
7. Promote this agreement through advising sessions with students.

Article III

Lake Michigan College agrees to:

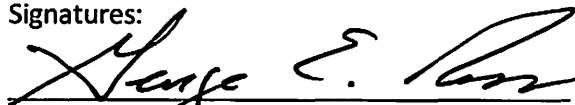
1. Advise students who will be transferring to CMU of this agreement.
2. Review all transcripts received and identify the students that meet the requirements for an Associate's Degree.
3. Notify students who do not qualify.
4. Award the Associate's Degree and send the diploma to students who meet the 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:

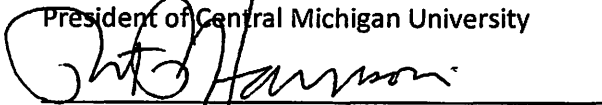
1. CMU and Lake Michigan College agree to develop marketing strategies and services which may include web pages, brochures, and related advertising, and to share the costs of these items. Any jointly shared costs must be pre-approved by both parties.
2. This MOU may be terminated by either party upon written notice of termination providing it is delivered through registered mail and that the students who have already been given the on-line Reverse Transfer Agreement Transcript Release Request Form shall be given an opportunity to complete the program.
3. This MOU shall become effective upon signing by both parties. It shall terminate on June 30, 2017, however, 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. Lake Michigan College and CMU will communicate regularly to assess the process and its success.

Signatures:



Dr. George E. Ross
President of Central Michigan University

6/9/14
Date



Dr. Robert P. Harrison
President of Lake Michigan College

6/18/14
Date