

REVERSE TRANSFER AGREEMENT
between
Lake Michigan College
and
Eastern Michigan University

Eastern Michigan University (EMU) and Lake Michigan College (LMC) agree that students who begin their studies at LMC and then transfer to EMU should be able to transfer at a time that is most appropriate for their individual circumstances and also be able to earn degrees at both institutions. Therefore, EMU and LMC agree to collaborate to assist students who have earned credits at LMC, but enrolled at EMU before completing their associate's degree, to transfer credits earned at EMU back to LMC for the purpose of completing an associate degree.

To fulfill this agreement, EMU and LMC agree to:

- appoint contact persons to act as liaisons for the initiative,
- develop a process to identify students who have transferred to EMU without completing an associate degree and meet specified criteria,
- share student information as needed in a manner that complies with state and federal regulations,
- collaborate to inform students of this opportunity and to provide advising and support to students who want to participate
- develop a process and timeline for implementing the initiative,
- provide feedback to each other on the progress and success of the initiative,
- and explore opportunities to improve and expand the program through new technology and innovative methods and activities.

Reverse Transfer Agreement Process

Eastern Michigan University and Lake Michigan College agree to the following process for identifying and informing students of the opportunity to earn an associate degree through reverse transfer:

1. EMU will create a list of former LMC students who have transferred to EMU with the following criteria:
 - transferred a minimum of 45 credits from Lake Michigan College,
 - have not earned an associate degree from LMC
 - are in good academic standing
2. Identified students will receive an email notification of the opportunity and procedure for applying for an associate degree along with a reverse transfer request form.
3. EMU will waive the transcript fee for students using this process.

4. For each student who responds, an official transcript and copy of the reverse transfer transcript release form will be sent to Lake Michigan College, ATTN: Records :Reverse Transfer.
5. LMC will provide annual feedback to EMU on students who obtain a degree through this agreement.

Timeline

February – EMU to create list of student names and email addresses

February – email notifications sent to students

June – Follow up communication to examine results and make changes to process



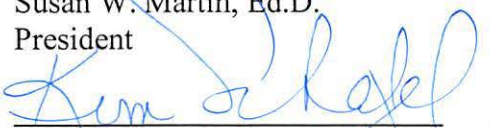
The following attachments provide additional detail for implementation of the agreement:

Attachment 1: Sample notification message to students

Attachment 2: Reverse Transfer Transcript Request Form

Signatures

Eastern Michigan University and Lake Michigan College agree to the terms of this agreement which will take effect immediately upon signing by both parties. The agreement will remain in effect unless terminated by one of the parties by giving ninety days written notice to the other party. If the agreement is terminated, students who have already received a notification will be accommodated.

<u>Eastern Michigan University</u>		<u>Lake Michigan College</u>	
	<u>8/17/14</u>		_____
Susan W. Martin, Ed.D. President	Date	Robert Harrison, Ph.D. President	Date
	<u>8/14/14</u>		
Kim Schatzel, Ph.D. Provost and Executive Vice President Academic and Student Affairs	Date		