



Reverse Transfer Associate Degree Initiative Agreement

Siena Heights University
and
Lake Michigan College

The purpose of the Agreement is to facilitate the implementation of an initiative to assist students who have transferred to Siena Heights University (SHU), to complete an associate degree at Lake Michigan College (LMC). The initiative applies to LMC students who have transferred in at least 45 credits from LMC, but have not earned an associate degree. The signatories to this Agreement commit to work collaboratively to enable qualified students to obtain an additional credential.

Each signatory agrees to:

1. Appoint a contact person and liaison for the initiative.
2. Share student information and ensure it is done in a manner that is in compliance with FERPA guidelines.
3. Develop, a method to tract the success of the initiative, and share results on an annual basis.
4. Follow parameters of the law and regional accrediting agencies.
5. Develop and document the system, processes, communication and timeline supporting the initiative.
6. Explore opportunities to leverage existing technology in an effort to create an effective, efficient and seamless process.
7. This Reverse Transfer Agreement may be unilaterally dissolved at any time upon mutual agreement by either institution upon 180 days written notice to the other institution.

A handwritten signature in black ink, appearing to read "R. P. Harrison".

Robert P. Harrison, Ph.D.
President, Lake Michigan College

9/7/14
Date

A handwritten signature in black ink, appearing to read "G. F. Wolf".

George F. Wolf, Vice President, Enrollment Management
Siena Heights University

08-28-2014
Date