

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

Between

Ferris State University

and

Delta 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 Delta College to Ferris State University (Ferris) to complete an Associate's Degree at Delta College. This initiative applies to students who have attended Delta College and transferred at least 24 credit hours to Ferris and have earned at least 38 credit hours at Ferris. The signatories to this MOU commit to work collaboratively to enable qualified students to obtain said Associate's Degree.

Each Signatory to this Agreement 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 track 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. Outline student communication, procedures and advisement assistance to complete degree requirements.
8. Attend consortium meetings to finalize, approve, and monitor the agreement.

## Article II

Ferris agrees to:

1. Identify the students who qualify. Qualified students will be any student who attended Delta College and transferred in at least 24 semester credits and have earned at least 38 semester credits at Ferris.
2. Contact qualified students twice a year, once at the end of fall and winter semesters to explain the opportunity to provide them a link to the on-line Reverse Transfer Agreement Transcript Request Release Form.
3. Send any requested transcripts to Delta College.

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

### Article III

Delta College agrees to:

1. Advise students who will be transferring to Ferris 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 MACRAO agreement.
4. Notify students who do not qualify.
5. Award the Associate's Degree and send the diploma to students who meet the requirements.
6. Maintain yearly records on the number of students evaluated and the number of students who were awarded an Associate's Degree.
7. Send a Delta transcript to Ferris that reflects the newly awarded Associate's Degree.

### Article IV

Delta College agrees to:

1. Ferris and Delta 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. Delta College and Ferris will communicate regularly to assess the process and its success.

Signatures:

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David Eisler, PhD  
President of Ferris State University

12/5/12

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Date

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Jean Goodnow, PhD  
President of Delta College

11/29/12

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Date