

# FAX/ELECTRONIC TRANSCRIPT AGREEMENT

between

**FERRIS STATE UNIVERSITY**

and

**SOUTHWESTERN MICHIGAN COLLEGE**



Ferris State University and Southwestern Michigan College have entered into a Fax/Electronic Transcript Agreement that will allow the community college to send official college transcripts to Ferris State University through secure e-mail, fax or possible other electronic means. Official transcripts may also be sent to Ferris via postal mail. Ferris State University will send official transcripts to the community college by fax or postal mail. This agreement will create a streamlined and more efficient process for sharing official transcripts between Ferris State University and Southwestern Michigan College. Additionally, when applicable, this partnership will help both institutions to identify and encourage applicable transfer students to earn an associate degree from their transfer community college through the Reverse Transfer Agreement. Both institutions recognize that by working together, their collective efforts are much stronger than their individual efforts. Both parties have signed this Fax/Electronic Transcript Agreement setting forth their mutual understandings as follows:

1. Ferris State University and Southwestern Michigan College agree to conform to and follow agreed upon procedural and security standards to ensure the integrity of the student's transcript.
2. Each institution will provide the other institution with contact information and preferred method of transmitting fax/electronic transcripts by completing the Fax/Electronic Transcript Agreement Contact Form.
3. Transcripts received by Ferris through e-mail must be sent in a secure and agreed upon manner. Transcripts must be sent by and sent to the specified e-mail address on the contact form. Transcripts not sent utilizing this process will not be considered official.
4. Transcripts sent by fax must be sent by and sent to the specified fax number on the contact form. Transcripts not sent utilizing this process will not be considered official. Fax machines must be physically located in the Admissions or Registrar's office at both institutions.
5. Faxed transcripts must be sent on white paper for legibility. All faxed transcripts must be accompanied by a cover sheet that includes the sending school name, location and logo. The fax cover sheet must also include the number and names of transcripts being sent along with the date and time that the fax is sent and the name and title of the individual sending the fax.
6. Official transcripts may be sent by postal mail to the specified mailing address listed on the contact form.
7. This Fax/Electronic Transcript Agreement may be unilaterally dissolved at any time upon mutual agreement by either institution upon 180 days written notice to the other institution.

**AGREED TO THIS 24<sup>th</sup> DAY OF SEPTEMBER, 2013**

Ferris State University  
1201 S. State Street  
Big Rapids, MI 49307  
Phone: (231) 591-2000

Southwestern Michigan College  
58900 Cherry Grove  
Dowagiac, MI 49047-9726  
269-782-1492

September 24, 2013

September 24, 2013

Elise Gramza  
Registrar

Carol Lee  
Registrar