

REVERSE TRANSFER AGREEMENT
between
Henry Ford Community College
and
Eastern Michigan University

Eastern Michigan University (EMU) and Henry Ford Community College (HFCC) share a long history of working together to improve programs and services to students who transfer between the two institutions. Building on this successful relationship and the many agreements already in place between the two colleges, EMU and HFCC agree to collaborate to assist students who have earned credits at HFCC, but enrolled at EMU before completing their associate's degree, to transfer credits earned at EMU back to HFCC for the purpose of completing an associate degree.

Both institutions agree that students who begin their studies at HFCC 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 both an associate's and a bachelor's degree.

To fulfill this agreement, EMU and HFCC 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,
- meet regularly to provide feedback 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 Henry Ford Community 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 HFCC students who have transferred to EMU with the following criteria:
 - transferred a minimum of 20 credits from Henry Ford Community College,
 - has not earned an associate degree from HFCC
 - is 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 Henry Ford Community College, ATTN: Reverse Transfer Transcript Evaluation.
5. HFCC 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 meeting 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 Henry Ford Community 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.

Eastern Michigan University

Henry Ford Community College

Susan W. Martin

Susan W. Martin, Ed.D.
President

3/18/14

Date

Stanley E. Jensen

Stanley E. Jensen, Ph.D.
President

3/31/14

Date

Kim Schatzel

Kim Schatzel, Ph.D.
Provost and Executive Vice President
Academic and Student Affairs

3-17-14

Date

Tracy Pierner

Tracy Pierner, Ph.D., P.E.
Vice President of Academic Affairs

3/31/14

Date

Attachment 1
Sample Student Notification Message

Dear Student;

Congratulations on your enrollment at Eastern Michigan University to complete your Bachelor's degree!

Eastern Michigan University (EMU) and Henry Ford Community College (HFCC) have collaborated to promote your degree completion at *both* institutions. According to our records, you transferred to EMU from HFCC with at least 20 credits. Did you know that if you did not complete your associate degree, that **courses you complete at EMU might apply to your associate degree requirements at Henry Ford?**

Why should you be interested in earning an associate's degree even though you're working on a Bachelor's degree?

- Shows **future employers** your ability to **complete** things you started
- Receive **recognition and credentialing** for all the time and effort you spent at HFCC
- **List multiple degrees** on your resume

If you are interested in completing your HFCC degree, here's what you should do:

1. **Complete** the attached Reverse Transcript Request Form and mail, fax, email, or deliver in person to the address below: **(no transcript fee will be charged)**

Eastern Michigan University
Office of Records and Registration
303 Pierce Hall, Ypsilanti, MI 48197
Fax: 734.487.6808, Email: registrar@emich.edu

2. You will be notified by Henry Ford Community College of your graduation status within three weeks of receipt of these materials.

HFCC's Registration and Records Office at 313.845.6403 or registrar@hfcc.edu, or EMU's Office of Community College Relations at 734.487.6577.

We hope to hear from you soon!

Sincerely,

Rhonda Kinney Longworth
Associate Provost and Associate Vice President for Academic Programming and Services

 EASTERN MICHIGAN UNIVERSITY	REVERSE TRANSFER AGREEMENT Transcript Request Form EASTERN MICHIGAN UNIVERSITY OFFICE OF RECORDS AND REGISTRATION 303 Pierce Hall, Ypsilanti, MI 48197 734.487.4112 FAX: 734.487.6808 Email: registrar@emich.edu	Henry Ford Community College  Reimagining Excellence
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Please complete, sign and then mail, fax, email or deliver in person to the above address.

EMU Student ID Number _____ HFCC Student ID Number _____ Birth date (mm/dd/yy) _____

Last Name _____ First _____ Middle _____ Former (If Applicable) _____

Current Street Address _____ email address _____

City _____ State _____ Zip _____ Telephone _____

Last Term @ EMU _____ Last Term @ HFCC _____

CHECK ONE:

- SEND TRANSCRIPT AS IS HOLD UNTIL END OF NEXT GRADING PERIOD

Requests completed using this form will be sent automatically to:

Henry Ford Community College, 5101 Evergreen Road, Dearborn, MI 48128, ATTN: Reverse Transfer Transcript Evaluation. Transcript fees will be waived. Transcripts will not be issued for anyone with a financial hold at Eastern Michigan University.

FERPA Statement:

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, updated January 2009, I understand that my educational records cannot be released without my written permission. I authorize the release of my academic records from Eastern Michigan University to HFCC, and the release of any additional academic records from HFCC to Eastern Michigan University, in order to share student data information between the two institutions without the violation of FERPA. I understand that I have the right to rescind this release agreement at any time by notifying the Office of Records and Registration at Eastern Michigan University and the Office of the Registrar at Henry Ford Community College.

My signature below is agreement that:

- ✓ I understand the FERPA statement and agree to my student records being shared between EMU and HFCC for the purpose of credit evaluation to determine the awarding of an Associate Degree from Henry Ford Community College.
- ✓ If applicable, an appropriate Associate Degree will be awarded based on my records, requirements of the degree, and credits earned. If I have completed the requirements of any degree program at HFCC, I will be awarded the degree. In some cases the awarded Associate Degree may not be the degree I declared that I was pursuing while a student at HFCC.
- ✓ If it is appropriate to award an Associate Degree, my signature below gives permission to HFCC to award the degree and notify me of the results without further intervention on my part.

Signature _____

Today's Date _____

OFFICE USE ONLY - REVERSE TRANSFER AGREEMENT:

DATE SUBMITTED _____

COPY TO HFCC _____

TIME SUBMITTED _____

CHECKED FOR HOLDS _____

R&R STAFF INITIALS _____