


**Reverse Transfer Agreement  
Associate Degree Initiative**

Henry Ford Community College  
and  
Western Michigan University

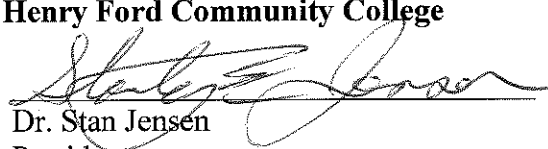
The purpose of this Agreement is to facilitate the implementation of a new initiative to assist students who have transferred to Western Michigan University (WMU) to complete an Associate's Degree at Henry Ford Community College (HFCC). This agreement is an extension of the transfer relationship between our institutions. The initiative applies to HFCC students who have completed at least 40 credits at HFCC and transferred before earning an Associate's Degree. The signatories to this Agreement commit to work collaboratively to enable qualified students to obtain an additional credential. This Agreement is an extension of our efforts to provide a seamless transfer experience and to increase student retention and degree completion.

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 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 partner meetings to continuously monitor the agreement and its outcomes.

**Western Michigan University**  
  
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Dr. John M. Dunn  
President

*April 9, 2014*  
\_\_\_\_\_  
Date

**Henry Ford Community College**  
  
\_\_\_\_\_  
Dr. Stan Jensen  
President

*May 5, 2014*  
\_\_\_\_\_  
Date