

REVERSE TRANSFER AGREEMENT
between
Washtenaw Community College
and
Eastern Michigan University

Eastern Michigan University (EMU) and Washtenaw Community College (WCC) 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 WCC agree to collaborate to assist students who have earned credits at WCC, but enrolled at EMU before completing their associate's degree, to transfer credits earned at EMU back to WCC for the purpose of completing an associate degree.

Both institutions agree that students who begin their studies at WCC 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 WCC 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.

The following attachments provide additional detail for implementation of the agreement:

Attachment 1: A sample notification message to inform students of their ability to complete an associate degree using the reverse transfer process; and

Attachment 2: A set of criteria and process for selecting students who might benefit from the agreement.

EMU/WCC Reverse Transfer Agreement

Signatures

Eastern Michigan University and Washtenaw 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

Susan W. Martin, Ph.D.
Susan W. Martin, Ph.D.
President

Kim Schatzel
Kim Schatzel, Ph.D.
Provost and Vice President

9/20/12
Date

9-20-12
Date

Washtenaw Community College

Rose B. Bellanca
Rose B. Bellanca, Ed.D.
President

Stuart Blacklaw, Ph.D.
Stuart Blacklaw, Ph.D.
Vice President of Instruction

9/21/12
Date

9/21/12
Date

Attachment 1

Dear _____;

Congratulations on your enrollment at Eastern Michigan University to complete your Bachelors degree!

Eastern Michigan University (EMU) and Washtenaw Community College (WCC) have collaborated to promote your degree completion at *both* institutions. According to our records, you transferred to EMU from WCC without completing your associate degree requirements or without filing to receive that degree. Did you know that **courses you complete at EMU might apply to your associate degree requirements at Washtenaw Community College?** EMU and WCC are partnering to make degree completion at **both** as easy as possible.

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 WCC
- **List multiple degrees** on your resume

Are you interested in completing your degree at WCC? Here's what you should do:

1. **Request** an official transcript from EMU be sent to Washtenaw Community College via the following web link: ***(the transcript fee will be waived)***
<http://www.emich.edu/registrar/transcripts/>
2. **Complete** and submit an "**Application for Graduation**" via the below listed web link:
<http://www4.wccnet.edu/student-services/student-connection/graduation/index.php?choice=application>
3. You will be notified by WCC of your graduation status within two weeks of receipt of these materials.

Are you interested in this opportunity but unsure if you have the credits needed? You only need to contact WCC's Student Connection at 734. xxx.xxxx.

We hope to hear from you soon!

Sincerely,

Rhonda Kinney-Longworth
Interim Associate Vice President for Academic Programming

cc: Patricia Cygnar, EMU Director of Community College Relations

Attachment 2

Reverse Transfer Agreement Process

Eastern Michigan University and Washtenaw Community College agree to the following process for identifying and informing students of the opportunity to earn an associate degree through reverse transfer:

- WCC will create a list of former students who have transferred to EMU without obtaining an associate degree.
 - A list of WCC students enrolled at EMU will be obtained from the National Student Clearinghouse
 - The list will be analyzed by graduation auditing software and narrowed to former students who have not earned a degree at WCC but are within 15 credits of degree completion, and are in good standing.
 - To allow for matching with records at EMU, each record will include name, date of birth, and high school attended.
- The list will be delivered to EMU's Office of the Provost as a spreadsheet or text file.
- Identified students will be sent an email notification of the opportunity and simplified procedure for applying for a degree in.
- EMU will waive the transcript fee for students using this process.
- WCC will provide annual feedback to EMU on students who obtain a degree through this agreement.

Timeline

September 20 – WCC to obtain student names from the National Student Clearinghouse

January 8 – records sent to EMU

January 15 – email notifications sent to students

June – Follow up meeting to examine results and make changes to process