

Reverse Transfer Program

Memorandum of Understanding Hagerstown Community College And Shippensburg University of Pennsylvania

The Reverse Transfer Agreement (hereinafter "Agreement") is made between Shippensburg University of Pennsylvania ("SU"), 1871 Old Main Drive, Shippensburg, PA 17013, and Hagerstown Community College ("HCC"), 11400 Robinwood Drive, Hagerstown, Maryland, 21742, an institution of higher education organized and existing under the laws of the State of Maryland. In consideration of the mutual promises and conditions contained in this Agreement, SU and HCC (collectively, the "Parties") mutually agree as follows:

Pursuant to the Agreement, the Parties establish a reverse transfer program that will permit students who transfer from HCC to SU before earning an associate degree the opportunity to transfer SU credits back to HCC to apply towards completion of the HCC associate degree simultaneous with the student's matriculation at SU.

To facilitate this opportunity for current SU students, the parties agree to the following:

Obligations of SU

1. Once a year, SU will contact current Shippensburg University students who meet the following criteria:
 - a. Have earned at least 15 or more credits at HCC, but not an Associate's Degree
 - b. Have earned 45 or more credits in total (including transfer and SU credits)
2. SU will contact these students and send them information on the HCC and SU reverse transfer agreement and offer them the opportunity to have their credits evaluated by HCC for possible application towards an associate degree from HCC.
3. If an SU student expresses an interest in reverse transfer, the student will complete, sign, and submit a Reverse Transfer Credit Application Request to the Registrar's office at SU. This form will authorize SU to send official transcripts to HCC and will allow SU and HCC to exchange student information for the purpose of evaluating reverse transfer eligibility.

Obligations of HCC

1. HCC will accept letter grades of A,B,C, D, T, or PS to fulfill their requirements unless otherwise noted in degree requirements. For program or elective requirements, grades of "D" will be accepted only if the grade point average for the block of courses is a 2.0 or higher.
2. HCC will use upper-division courses to fulfill their lower-division course requirements when applicable.
3. HCC may determine that a student is eligible for a program other than the intended program of study, based on courses completed and intended majors listed on the SU transcript.
4. HCC will provide academic advisement to reverse transfer students.
5. HCC will inform SU of those students who receive their Associate Degree as a result of the reverse transfer program.

6. HCC students must have earned a minimum of 15 credits at HCC to be eligible to apply for reverse transfer.
7. Students applying for reverse transfer within five years of their last semester of attendance may stay under their original catalog. Students applying after two years will be advised on a case-by-case basis.
8. Upon completion of credits needed for associate degree conferral, the student must be in academic and financial good standing at HCC.

Joint Obligations

1. Both institutions will develop, disseminate, and present the reverse transfer information to students.
2. To designate a representative or representatives at each institution who will coordinate the reverse transfer process between the two institutions.
3. To provide direct links between SU and HCC websites about the reverse transfer agreement.

General

The Parties hereto are independent contractors and no Party is an employee, agent, partner, franchise or joint venture of another Party. No Party hereto shall have the right to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other Party. The Parties shall at all times under this Agreement comply with all Federal, State, and local laws and institutional policies. Both Parties expressly agree to conduct themselves in a manner free of discrimination against any person or entity on the basis of race, ethnicity, national origin, age, gender, religion, political affiliation, qualified disability, sexual orientation, and veteran status. The Parties agree to maintain the privacy and security of personally identifiable information and to prevent disclosure in compliance with Federal laws. The Parties agree to report any suspected child abuse and/or neglect in compliance with State law.


Revision, Renewal and Termination of this Agreement

This Agreement will be in effect as of January 26, 2015. It will be reviewed annually by the appropriate parties at each institution, and will be renewed automatically until superseded by a new agreement, formally terminated, or after five years (January 25, 2020), whichever comes first. In no event shall the termination of this Agreement by either Party take effect before the end of a then current academic term or adversely impact any student who may be participating in the reverse transfer program.

The SU Office of Admissions and the appropriate offices at HCC are responsible for identifying, and communicating to each other, changes in the policies or requirements of their respective institutions that affect this Agreement.


The undersigned representatives of the parties, HCC and SU, have executed this Agreement on the dates indicated.

Shippensburg University of Pennsylvania
Dr. George F. (Jody) Harpster, President



10/27/15 date

Hagerstown Community College
Dr. Guy Altieri, President



10/27/15 date

