



**MEMORANDUM OF UNDERSTANDING
BETWEEN
COPPIN STATE UNIVERSITY
AND
HAGERSTOWN COMMUNITY COLLEGE
FOR
THE REVERSE TRANSFER PROGRAM**

This Memorandum of Understanding ("Agreement") is made between Coppin State University (CSU), 2500 W. North Ave, Baltimore, Maryland 21216, a constituent institution of higher education in the University System of Maryland as agency of the State of Maryland, and Hagerstown Community College (HCC), 11400 Robinwood Drive, Hagerstown, Maryland 21742, an institution of higher education organized under the laws of the State of Maryland. In consideration of the mutual promises and condition contained in this Agreement, CSU and HCC (collectively, the "Parties") mutually agree as follows:

Pursuant to the Agreement, the Parties establish a Reverse Transfer Program permitting students who transfer from HCC to CSU before earning an associate's degree the opportunity to transfer CSU credits back to HCC for the primary purpose of promoting and facilitating degree completion through the reverse transfer of credits toward the award of the associate degree for eligible students who, prior to earning the associate degree, transferred from HCC to CSU.

This Agreement outlines the guiding principles for this program, including the promotion of the associate degree, the identification of eligible students, the review and transfer of coursework; and, for qualified students, the conferment of an associate degree simultaneous with the student's matriculation at CSU.

Provision of the Program:

- This initiative will launch in July 2016 with the first associate degrees for eligible student being conferred by HCC in fall 2016.
- Eligible Reverse Transfer Program students must have earned at least 15 credits at HCC, all of which must have transferred to CSU. Additionally, students may not have previously earned a degree from HCC.
- Parties will identify a campus representative that will serve as the primary point of contact for general inquiries.
- Parties will develop, disseminate, and present the reverse transfer information to student.
- Parties will share data, in accordance with FERPA regulations, including as necessary obtaining a student written waiver, for reporting and analyses purposes and to assess the overall effectiveness of the program. Parties will require the program participating student to complete any necessary student records release for the transfer of transcript and academic record information between the institutions.
- CSU and HCC will waive the transcript fee when transcripts are sent in conjunction with this Agreement.
- Program participants must have a minimum grade point average of 2.0 at both CSU and HCC or the minimum GPA requirement for HCC's program of student for reversion to occur to HCC for associate degree conferral.

- Upon completion of credits needed for associate degree conferral, the student must be in academic good standing at both HCC and CSU.
- Parties will advise Program Participating students that they are bound by the current academic policies and requirements at CSU and HCC during the student's participation in the Reverse Transfer Program.

Hagerstown Community College agrees to:

- Use information provided by CSU for the sole purpose of administering the reverse transfer program.
- Request once a year, the name, permanent address, CSU email address, from CSU for students who meet the following criteria:
 - 15 or more credits in transfer from HCC to CSU
 - Earned 60 or more credits from CSU
 - Not earned a degree from either CSU or HCC
- HCC will waive the graduation application fee for students who apply for and receive their associate degree as a result of the student's Reverse Transfer Program participation.
- Send updated HCC transcript to CSU after associate degree awarded to eligible students.
- Accept letter grades of A, B, C, D, or PS for coursework completed through CSU to fulfill program requirements unless otherwise noted in HCC degree requirements. For program or elective requirements, grades of "D" may be accepted, only if the grade point average for the block of courses is 2.0 or higher.
- Use CSU earned upper-division course credits to fulfill HCC lower-division course requirements when applicable.
- HCC has the absolute discretion to determine if a student is eligible for a program other than the intended program of study, and HCC will determine eligibility based on courses completed and intended majors listed on the program participating student's CSU transcript.
- HCC will provide academic advisement to Reverse Transfer Program participating students.
- Agree to waive the general education competency assessment required for graduation for participants of this Program.

Coppin State University agrees to:

- Forward the names and demographic information needed to identify the student in the HCC database, for students who meet the above criteria, at no charge, upon the request of HCC.
- CSU will not charge these students for sending their official CSU transcripts to HCC.

Modification

This Agreement may not be modified without the prior written consent of both Parties. Neither Party may assign any rights or interests nor delegate its duties under this Agreement, in whole nor in part without the express prior written consent of the other Party; and, any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes.

Force Majeure:

Neither party shall be responsible for delays or failures in performance resulting from occurrences beyond the control of such party. Such occurrences shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations imposed after the date of this MOU, fire, communication line failures, power failures, earthquakes, or other disasters. In the event of any such occurrences, the time for performance of the party affected thereby will be extended by the same number of days as the time of delay resulting from such occurrences.

Independent Contractor:

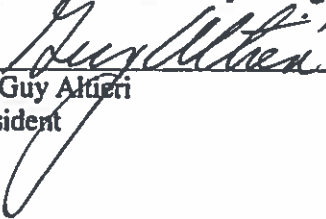
Nothing contained in this MOU shall be construed to imply a joint venture, partnership, or principal agent relationship between the parties hereto, and neither party shall, by virtue of this MOU, have any right, power or authority to act or create any obligation, expressed or implied, on behalf of or for the use of any parties other than CSU and HCC. CSU and HCC shall not be obligated, separately or jointly, to any third parties by virtue of

this MOU.

Term of Agreement

This Agreement commences on July 1, 2016 and is effect until December 31, 2019 and will automatically renew unless terminated by either of the Parties as set forth below. Either Party may terminate this Agreement, provided they provide the other Party with a minimum of 30 days written notice. Written notice of termination must be provided to the other party by U.S. Mail at the address of the parties listed below. Although in no event shall 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 Program. HCC and CSU will review, and if necessary revise the Agreement and any procedures governing the Program, every three years.

Hagerstown Community College

 7/12/16
Date

Dr. Guy Altieri
President

Coppin State University

 24 June 2016
Date

Dr. Maria Thompson
President