

October 19, 2015

Dr. David Warner  
Office of Academic Affairs  
Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21742

Dear Dr. Warner:

Enclosed you will find an original signed copy of the Reverse Transfer Agreement between our institutions.

Your efforts to collaborate with us to establish this agreement is very much appreciated. We look forward to a continued rewarding relationship between HCC and SU.

Sincerely,



Diane D. Allen, Ed.D.  
Provost and Senior Vice President  
for Academic Affairs

Enclosure

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## Reverse Transfer Program

### **Memorandum of Understanding Hagerstown Community College and Salisbury University**

The Reverse Transfer Agreement (hereinafter “Agreement”) is made between Salisbury University (“SU”), 1101 Camden Avenue, Salisbury, MD 21801, a constituent institution of higher education in the University System of Maryland and an agency of the State of Maryland, 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.

#### **Provisions of the Agreement**

The reverse transfer evaluation process will commence in one of two ways:

- 1) Once a year, HCC will request and SU will send the names and permanent addresses of students who meet the following criteria:
  - a. 15 or more credits have been earned at HCC, but no degree
  - b. 45 or more credits have been earned in total (including transfer and SU credits)

HCC will contact these students and offer them the opportunity to have their credits evaluated for possible application towards an associate degree from HCC.

AND/OR

- 2) An HCC student interested in reverse transfer will complete, sign, and submit a Reverse Transfer Credit Application Request to the Office of Admissions, Records, and Registration with required transcripts. This form will authorize staff at HCC and SU to exchange student information for the purpose of evaluating reverse transfer eligibility.

HCC students must have earned a minimum of 15 credits at HCC to be eligible to apply for reverse transfer.

Students applying for reverse transfer within two 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.

When a student who has expressed interest in reverse transfer has a cumulative total of 60 credits (including transfer and SU credits), or upon the request of HCC, SU will send a transcript to HCC. SU will waive the transcript fee.

Upon completion of credits needed for associate degree conferral, the student must be in academic good standing at both HCC and SU.

HCC will accept letter grades of A, B, C, D, or PS to fulfill their requirements unless otherwise noted in degree requirements.

HCC will use upper-division courses to fulfill their lower-division course requirements when applicable.

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.

Both institutions will develop, disseminate, and present the reverse transfer information to students.

HCC will provide academic advisement to reverse transfer students.

HCC will inform SU of those students who receive their Associate Degree as a result of the reverse transfer program.

**Modification**

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

**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.

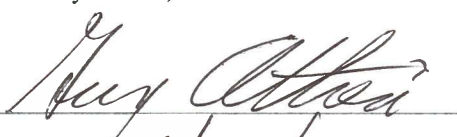
**Term of Contract**

This agreement will remain in force unless either institution provides written notification of termination to the other Party by U.S. Mail at the addresses of the Parties below identified. 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.

Salisbury University  
Dr. Janet Dudley-Eshbach, President

Hagerstown Community College  
Dr. Guy Altieri, President

  
\_\_\_\_\_  
10-21-15 date

  
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8/28/15 date