

Reverse Transfer Initiative  
Memorandum of Understanding

Between

Davenport University

And

Montcalm Community College

Article I

The purpose of this Memorandum of Understanding (MOU) is to assist students who have transferred from Montcalm Community College to Davenport University to complete an Associate's Degree at Montcalm Community College. This initiative applies to students who have attended Montcalm Community College and transferred at least 15 credit hours to Davenport, and have a total of at least 45 earned credit hours at Davenport, for a total of 60 credit hours, including the transfer-in credits. The signatories to this MOU commit to work collaboratively to enable qualified students to obtain said Associate's Degree.

Article II

Each signatory to the MOU agrees to:

1. Appoint a contact person as liaison for the initiative.
2. Develop and document the system, processes, communications and timeline supporting the initiative.
3. Outline student communications, procedures and advisement assistance to complete Associate's Degree requirements.
4. Share student information and ensure that it is done in a manner that is compliant with FERPA.
5. Develop a method to track the initiative success and share results on an annual basis.
6. Follow the parameters of the law and regional accrediting agencies. Acknowledge that information received regarding students may be protected by the Family Educational Rights and Privacy Act (FERPA) and the information will be used only for which it was disclosed.

Davenport University agrees to:

1. Identify the students who qualify. Qualified students will be any student who attended Montcalm Community College and transferred in at least 15 Montcalm Community College earned semester credits and has a total of 45 earned semester credits at Davenport University.
2. Contact qualified students and give them the option to opt-out of participating in the Reverse Transfer Agreement Initiative.
3. Send transcripts of students participating in the Reverse Transfer Agreement Initiative to Montcalm Community College.
4. Maintain yearly records on the number of students who meet the criteria.
5. Maintain yearly records on the number of transcripts sent.
6. Promote this agreement through advising sessions with students.

### Article III

Montcalm Community College agrees to:

1. Advise students who will be transferring to Davenport University of this agreement.
2. Review all transcripts received and identify the students that meet the requirements for an Associate's Degree.
3. Evaluate student records for the MTA / MACRAO agreement.
4. Notify students who do not qualify.
5. Communicate with students Davenport University has identified to encourage acceptance of the Reverse Transfer Initiative agreement.
6. Award the Associate's Degree and send the diploma to students who meet the requirements.

### Article IV

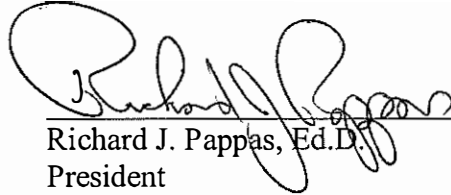
It is mutually understood that:

1. Davenport University and Montcalm Community College agree to develop marketing strategies and services which may include web pages, brochures, and related advertising, and to share the costs of these items. Any marketing strategies and services developed and any jointly shared costs must be pre-approved by both parties.
2. This MOU may be terminated by either party upon written notice of termination providing it is delivered through registered mail and that the students participating in the Reverse Transfer Agreement Initiative shall be given an opportunity to complete the program.
3. This MOU shall become effective upon signing by both parties. It shall terminate on June 30, 2028, however, may be terminated pursuant to Article IV, paragraph two (2) of this MOU. This MOU may be modified at any time only by agreement in writing by the two parties.
4. Montcalm Community College and Davenport University will meet regularly to access the process and its success.

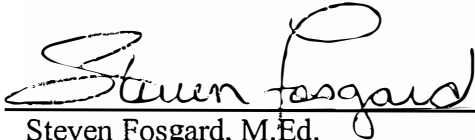
**ARTICULATION AGREEMENT SIGNATORIES**



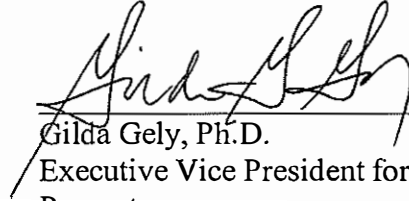
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Connie Stewart, MBA, SPHR  
Interim President  
Montcalm Community College



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Richard J. Pappas, Ed.D.  
President  
Davenport University



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Steven Fosgard, M.Ed.  
Vice President of Academic and Student  
Affairs  
Montcalm Community College



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Gilda Gely, Ph.D.  
Executive Vice President for Academics and  
Provost  
Davenport University

Date of signing: \_\_\_\_\_