

## **Reverse Transfer Agreement**

### **Henry Ford Community College and Wayne State University**

- i. This agreement is designed to facilitate the reverse transfer of credit from Wayne State University to Henry Ford Community College for students who have transferred from Henry Ford Community College for the awarding of the associate degree.**

**Henry Ford Community College and WSU will maintain the integrity of their separate requirements and enter into this agreement as cooperating institutions.**


- a. At the end of each academic year (Fall and Winter semesters) WSU will provide Henry Ford Community College with names and contact information for students who:**
  - 1. transferred from Henry Ford Community College to Wayne State University during that academic year**
  - 2. transferred with a minimum of 30 credits from Henry Ford Community College**
  - 3. have completed 35 resident credits at WSU. {N.B., for students enrolled under the concurrent enrollment Wayne Direct program with Henry Ford Community College, all academic data will be exchanged automatically each semester as specified by the WayneDirect agreement.}**
- b. Henry Ford Community College will notify these students of their potential eligibility to receive an associate's degree for coursework successfully completed at the community college and WSU. Henry Ford Community College will provide information on the associate degree application process. The notification will include the information that submission of the associate degree application will serve as the student's simultaneous approval and/or consent for WSU to release the student's WSU transcript to Henry Ford Community College.**
- c. Henry Ford Community College will request WSU transcripts for students who complete the associate degree application. WSU will provide the requested transcripts to Henry Ford Community College (unless already provided through a WayneDirect agreement.) Students must be eligible to have official transcripts sent, e.g., not have an outstanding financial obligation to WSU.**
- d. Henry Ford Community College will evaluate the WSU credit(s) earned, in combination with the Henry Ford Community College credit(s) earned and notify the students as to the outcome of the degree application.**
- e. All advising for reverse transfer students seeking the Henry Ford Community College associate degree will be provided by Henry Ford Community College.**

ii. Each signatory of this agreement agrees to:

- a. Share student information in a manner that complies with the Family Educational Rights and Privacy Act guidelines, parameters of the law, and regional accrediting agencies;
- b. Develop a method to track the success of the initiative and share results on an annual basis;
- c. Develop and document, and share the system, processes, and communication supporting the agreement; and
- d. Maintain and house a copy of this document in their respective offices.
- e. Consider electronic exchange of academic data for students moving between Wayne State University and Henry Ford Community College.

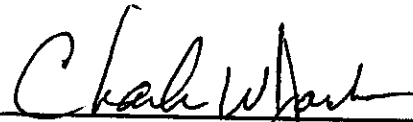
iii. Qualified students applying to Henry Ford Community College or WSU during or after the semester of this document's signing shall be considered under this agreement.

iv. This agreement shall remain in effect until such time as either party wishes to terminate; notice of termination shall be given in writing at least 120 days prior to the effective date of termination.



Ronald T. Brown, Ph.D.  
Provost and Senior Vice President  
Wayne State University

Date: 8/29/2012



Charles W. Jacobs, Ph.D.  
Interim Vice President of Academic Affairs for Career  
and Technical Programs  
Henry Ford Community College

Date: 29 Aug 2012

FORM APPROVED  
PG  
29 AUG 2012  
OFFICE OF THE  
GENERAL COUNSEL