

2018-2021



**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**COPPIN STATE UNIVERSITY**

**AND**

**BALTIMORE CITY COMMUNITY COLLEGE**

**FOR**

**THE REVERSE TRANSFER PROGRAM**

**Overview:**

This Memorandum of Understanding is made effective as of March 1, 2018 by and between Coppin State University (CSU) and Baltimore City Community College (BCCC) to promote and facilitate the award of the associate degree for eligible students who transferred from BCCC to CSU prior to earning the associate degree.

**I. Terms:**

This Memorandum of Understanding (“MOU”) commences on March 1, 2018 and is in effect until March 31, 2021 and will automatically renew unless terminated by either of the parties as set forth below. Either party may terminate this MOU, 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 as 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. Baltimore City Community College and Coppin State University will review, and if necessary, revise the contract and the procedures that govern it, every 3 years.

**II. Purpose:**

This Memorandum of Understanding (MOU) between CSU and BCCC affirms the partnership between CSU and BCCC and serves to increase associate degree completion through the reverse award of the associate degree, and outlines the guiding principles for this program including the promotion of the associate degree, the identification of eligible students, the transfer and review of coursework, and for qualified students, the conferment of the associate degree.

**III. Mutual Responsibilities:**

Responsibilities:

To facilitate the reverse award of the associate degree, Coppin State University and Baltimore City Community College agree to the following terms:

- This initiative will launch in spring 2018 with the first associate degrees conferred by BCCC in spring 2018 for eligible students.
- Eligible students must have earned at least 15 credits at BCCC and be in good academic standing.
- Both parties will identify a campus representative that will serve as the primary point of contact for general inquiries.
- Both parties will share data, in accordance with FERPA regulations, for reporting and analyses purposes and to assess the overall effectiveness of the program.
- Eligible students must have a minimum GPA of 2.0 at both BCCC and CSU.
- Eligible students must be in good financial standing

Baltimore City Community College agrees to:

- Use CSU's information for the sole purpose of administering the reverse transfer program.
- BCCC will request, once a year, name, permanent address, CSU email address, from CSU for students who meet the following criteria:
  - 15 or more credits in transfer from BCCC to CSU
  - 30 or more credits earned at CSU
- BCCC will not charge the graduation application fee for students who receive their associate degree as a result of the program.
- Send updated BCCC transcript to CSU after associate degree award for eligible students.
- Advise and assist eligible students through the Reverse Transfer Process.

Coppin State University agrees to:

- Forward the names and demographic information needed to identify the student in the BCCC database, for students who meet the above criteria, at no charge, upon the request of BCCC.
- CSU will not charge these students for sending their official CSU transcripts to BCCC for the purpose of Reverse Transfer eligibility.
- Notify BCCC when RT students have completed the requirements of the Associate Degree as outlined in each program-to-program Articulation document.

VI. 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.

VII. 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 BCCC. CSU and BCCC shall not be obligated, separately or jointly, to any third parties by virtue of this MOU.

#### VIII. Notices

##### **Designation of Program Coordinators**

Each partner shall designate an individual to serve as administrators under this MOU. The individuals designated as coordinators may be revised by either party by providing written notification to:

##### **Baltimore City Community College**

Tonja Ringgold, Ed.D. Vice President for Academic Affairs  
Accreditation Liaison Officer &  
Vice President for Student Affairs  
2901 Liberty Heights Avenue  
Baltimore, Maryland 21215

##### **Coppin State University**

Leontye L. Lewis, Ed. D., Interim  
Provost and Vice-President for Interim  
Academic Affairs  
2500 West North Avenue  
Baltimore, Maryland 21216

#### IX. Amendments

Any amendment to this MOU must be in writing and signed by both parties.

#### X. Non-Waiver

No failure by BCCC to exercise, any of its rights, powers, or privileges under this MOU shall constitute a waiver, nor shall any failure to insist on strict compliance and prompt performance of any term of this MOU, followed by acceptance of such performance thereafter, constitute or be construed as a waiver or relinquishment of a continuous or subsequent default.

#### XI. Severability

Each provision of this MOU shall be deemed to be a separate, severable and independent enforceable provision. The invalidity or breach of any provision shall not cause the invalidity or breach of the remaining provisions hereof or of the MOU which shall remain in full force and effect.

#### XII. Copies

This MOU may be executed in any number of copies and each copy shall be deemed an original.

#### XIII. Entire Understanding

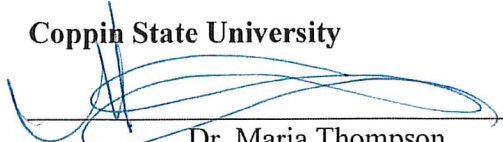
This MOU constitutes the entire, full and final understanding between the parties hereto and neither party shall be bound by any representation, statement, promise or agreement not expressly set forth herein.

#### XIV. Applicable Law

This Agreement shall be governed in accordance with Maryland law. Any legal proceedings brought pursuant to this MOU shall be brought only in the State courts of Maryland.

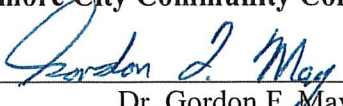
IN WITNESS WHEREOF, the parties hereby evidence their agreement to the above terms and conditions by having caused this MOU to be executed, sealed and delivered on the day and year first above written.

**Coppin State University**

  
\_\_\_\_\_  
Dr. Maria Thompson  
President

Date: 28 March 2018

**Baltimore City Community College**

  
\_\_\_\_\_  
Dr. Gordon F. May  
President

Date: 2/26/18

Approved for Form & Legal

  
\_\_\_\_\_  
Signature



**COPPIN**  
STATE UNIVERSITY  
EST. 1900

Office of the Provost &  
Vice President for Academic Affairs  
2500 West North Ave., Baltimore, MD 21216  
Phone (410) 951-3010 | Fax (410) 951-3009

April 9, 2018

Ms. Karen C. Mobley  
Articulations Coordinator  
Baltimore City Community College  
Office of Academic Operations & Services  
2901 Liberty Heights Avenue Rm#251A  
Baltimore, Maryland 21215

RE: MOU for the CSU/BCCC Reverse Transfer Program w/Signatures

Dear Ms. Mobley:

Enclosed is the MOU between CSU/BCCC for the Reverse Transfer Program with signatures.  
Thank you for acknowledging receipt of this document.

Sincerely yours,

Debora Burgess-Brunson  
Assistant to the Provost