



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 M O U. 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

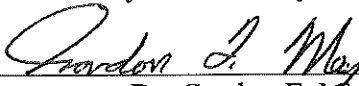
This Agreement shall be governed in accordance with Maryland law. Any legal proceedings brought pursuant to this MOU shall be brought only in the State courts of Maryland.

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

Baltimore City Community College

Dr. Maria Thompson
President

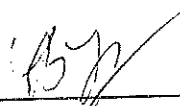


Dr. Gordon F. May
President

Date: _____

Date: 2/26/18

Approved for Form & Legal Sufficiency

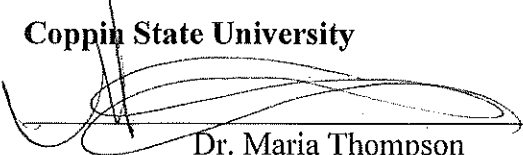


Signature

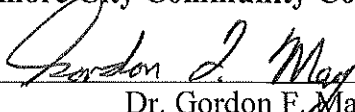
IN WITNESS WHEREOF, the parties hereby evidence their agreement to the above terms and conditions by having caused this MOU to be executed, sealed and delivered on the day and year first above written.

Coppin State University

Baltimore City Community College



Dr. Maria Thompson
President



Dr. Gordon F. May
President

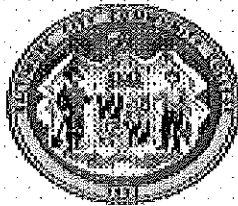
Date: 28 March 2018

Date: 2/26/18

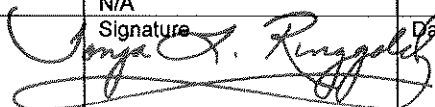
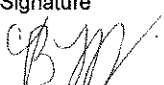
Approved for Form & Legal



Signature



Baltimore City Community College Approval Cover Sheet for Grants and Contracts

Title of Grant or Contract		Name of Agency or Client		
Memorandum of Understanding		Coppin State University-Reverse Transfer Program		
Initiator		Division	Department	
Karen C. Mobley		Academic Affairs	Academic Operations and Services	
Date Submitted for Approval	Person to Submit When Approved	Number of Originals	Date Due to Agency or Client	
February 12, 2018	Karen C. Mobley	(2) two	ASAP	
Department Approval	Name (Type)	Signature	Days Before Due	Date
			(45)	
Grant Development Officer Approval ¹	Name (Type)	Signature	Days Before Due	Date
			(40)	
Division Approval ²	Name (Type)	Signature	Days Before Due	Date
	Dr. Daphne Snowden			2/13/18
Budget Approval	Name (Type)	Signature	Days Before Due	Date
		N/A		
Division VP Approval ³	Name (Type)	Signature	Days Before Due	Date
	Dr. Tonja Ringgold			2/14/18
Assist Atty General Approval ⁴	Name (Type)	Signature	Days Before Due	Date
	Mr. Bryan Perry			2/23/18
President's Approval ⁵	Name (Type)	Signature	Days Before Due	Date
	Dr. Gordon F. May			2/26/18
Returned for Submission & Dist	Name (Type)	Signature	Days Before Due	Date
			(5)	
Submitted to Agency or Client (Via Courier)	Name (Type)	Signature	Days Before Due	Date
			(5)	

¹ Review especially for adherence to policies, procedures, guidelines, and support documentation.

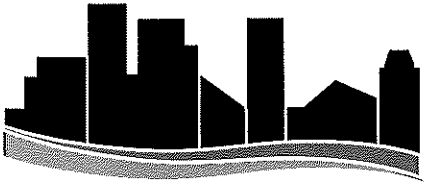
² Pay attention to priorities and adherence to goals, objectives.

³ General review of total proposal. Modify as needed.

⁴ Review for legal sufficiency and format.

⁵ Review and final sign-off.

2018 FEB 20 AM 10:46



**BALTIMORE CITY
COMMUNITY COLLEGE**

2901 Liberty Heights Ave.
Baltimore, Maryland 21215-7893

www.bccc.edu

410-462-8300
MD Toll-Free: 1-888-203-1261
TTY: 1-800-735-2258

February 28, 2018

Debora Burgess-Brunson
Assistant to the Provost
Office of Academic Affairs
Coppin State University
2500 West North Avenue, Baltimore, MD 21216

Dear Ms. Burgess-Brunson:

Enclosed, please find two original copies of the Memorandum of Understanding Agreement between Baltimore City Community College and Coppin State University.

Please have Dr. Thompson date and sign both copies of said Agreement where indicated and return one copy to the College (Attn: Karen Mobley) and keep the second signed copy for your files.

If there are any questions or comments, please feel free to contact me directly at 410-462-8235, or via email; kmobley@bccc.edu.

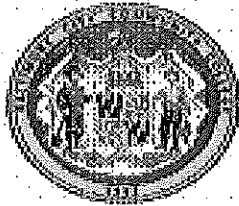
Sincerely,

Karen C. Mobley

Karen C. Mobley
Articulations Coordinator

KM

cc: Daphne Snowden, Ed.D.
Dean, Academic Operations and Services



Baltimore City Community College Approval Cover Sheet for Grants and Contracts

Title of Grant or Contract		Name of Agency or Client		
Memorandum of Understanding		Coppin State University-Reverse Transfer Program		
Initiator		Division	Department	
Karen C. Mobley		Academic Affairs	Academic Operations and Services	
Date Submitted for Approval	Person to Submit When Approved	Number of Originals	Date Due to Agency or Client	
February 12, 2018	Karen C. Mobley	(2) two	ASAP	
Department Approval	Name (Type)	Signature	Days Before Due	Date
			(45)	
Grant Development Officer Approval ¹	Name (Type)	Signature	Days Before Due	Date
			(40)	
Division Approval ²	Name (Type)	Signature	Days Before Due	Date
	Dr. Daphne Snowden			2/13/18
Budget Approval	Name (Type)	Signature	Days Before Due	Date
		N/A		
Division VP Approval ³	Name (Type)	Signature	Days Before Due	Date
	Dr. Tonja Ringgold			2/14/18
Assist Atty General Approval ⁴	Name (Type)	Signature	Days Before Due	Date
	Mr. Bryan Perry			2/23/18
President's Approval ⁵	Name (Type)	Signature	Days Before Due	Date
	Dr. Gordon F. May			2/26/18
Returned for Submission & Dist	Name (Type)	Signature	Days Before Due	Date
			(5)	
Submitted to Agency or Client (Via Courier)	Name (Type)	Signature	Days Before Due	Date
			(5)	

¹ Review especially for adherence to policies, procedures, guidelines, and support documentation.
² Pay attention to priorities and adherence to goals, objectives.
³ General review of total proposal. Modify as needed.
⁴ Review for legal sufficiency and format.
⁵ Review and final sign-off.

OFFICE OF THE VICE PRESIDENT
 2018 FEB 20 AM 10:46
 RECEIVED