



Memorandum of Agreement

Reverse Transfer Credit Articulation



Millikin University (hereafter "MU") and College of DuPage (hereafter "COD") in order to facilitate the advisement and transfer of students and provide a seamless transfer process between the two institutions have agreed to the following principles of cooperation and coordination:

1. MU and COD will collaborate in providing educational opportunities for currently enrolled and potential students of both institutions. Each institution will maintain the integrity of its separate programs and each enters into this agreement as an equal educational collaborator.
2. MU understands and values COD's mission of educating the population of its surrounding district and of awarding two-year associate degrees. The purpose of this agreement is to facilitate the transfer of specified coursework from MU to COD to complete requirements for the associate degree. This process is called a reverse transfer or reverse articulation.
3. Students enrolled at MU who (1) previously attended COD or are currently enrolled at COD and (2) meet COD's residency requirement of 20 credit hours may be eligible for reverse transfer credit toward a COD associate degree.
4. Separate academic records for students will be maintained at each institution.
5. MU and COD agree to exchange transfer student information for the purpose of monitoring and promoting student academic success and degree conferral.
 - a. For students admitted to and enrolled at MU with 20 credit hours from COD, MU will notify those students who previously attended COD but never completed their associate degree at COD about this agreement and ask if the student would like to sign a reverse transfer transcript request/release form (RTTR/R) to allow MU to send their MU transcript to COD for further review. This process will start upon signature of this agreement.
 - b. Upon receipt of a signed RTTR/R, MU will forward a transcript at the end of each consecutive term in which the student earns hours at MU to the Associate Registrar, Student Records at COD who will review the MU transcript and verify if the student completed an associate degree requirements based on coursework already completed at COD and MU. A copy of the RTTR/R will accompany each transcript, identifying it as belonging to a reverse transfer student. There will be no cost to the student for these transcripts. If there is a break in attendance at MU, the student will need to submit a new RTTR/R when he/she re-enroll at MU.
6. Pursuant to this agreement, MU will send transcripts of continuing MU students to COD on an ongoing basis. COD will evaluate all coursework that may assist in the completion of the student's

associate degree at COD. A student who meets all COD associate degree requirements will be eligible to receive an associate degree posted to the transcript at no additional cost to the student. COD will notify students who are eligible to receive an associate degree. Once required coursework for an COD degree is complete, COD will notify MU to discontinue sending transcripts by sending MU an COD transcript with the degree posted, accompanied by a copy of the signed RTTR/R. There will be no cost to the student for this transcript.

7. MU and COD agree to promptly communicate with each other regarding any future curriculum changes, policy changes, or resident credit requirements that will affect the term and intent of this agreement.
8. COD's Associate Registrar, Student Records Services and MU's University Registrar will serve as the point of contact for administration of this agreement.
9. This agreement will be reviewed annually and will be in effect for one year. Modifications to this agreement must be agreed upon by both COD and MU. This agreement will be automatically renewed unless terminated by COD or MU.

Executed as Follows:



Dr. Patrick White
President
Millikin University

Date

November 17, 2015



Dr. Joseph E. Collins
Acting Interim President
College of DuPage

Date

12/7/15

REVERSE TRANSFER TRANSCRIPT REQUEST/RELEASE



Millikin University
Office of the Registrar
1184 W. Main St.
Decatur, IL 62522
217-424-6217
217-420-6789 FAX
registrar@millikin.edu



Please complete, sign and then mail, fax, email or deliver in person to the above address:

Millikin Student ID# DuPage Student ID# Birthdate(mm/dd/yyyy)

Last Name First Middle Former/Maiden(if Applicable)

Current Address MU Student Email Address

City State Zip Telephone

Last Completed Term @ MU Last completed Term @COD COD Student Email Address

FERPA Statement:

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, updated January 2009, I understand that my educational records cannot be released without my permission. I authorize the release of my academic records from MU to COD, and the release of any additional academic records from COD to MU, in order to share student data information between the two institutions without the violation of FERPA. I understand that I have the right to rescind this release agreement of my academic records at any time by notifying the Registrar at Millikin University.

I understand the FERPA Statement and agree to my student records being shared between MU and COD for the purpose of credit evaluation to determine the awarding of an Associate Degree from COD. This form also confirms my intention to graduate from COD if/when I've met the Associate Degree requirements.

Student Signature: _____ Date: _____

A COPY OF THIS FORM WILL BE TRANSMITTED WITH OFFICIAL TRANSCRIPTS