



## **Reverse-Transfer Program**

### **MEMORANDUM OF UNDERSTANDING**

**Towson University**

**And**

**College of Southern Maryland**

**May 25, 2012**

#### **Overview:**

This Memorandum of Understanding is made effective as of the 25<sup>th</sup> day of May, 2012 by and between the College of Southern Maryland ("CSM") and Towson University ("TU").

CSM and TU desire to enter into a Reverse-Transfer Program (the "Program") for CSM transfer students who have not earned an Associate Degree and have transferred to TU with AT LEAST 30 units (credits).

#### **Terms:**

This Memorandum of Understanding ("MOU") takes effect as of the date first written above and remains in effect until terminated by either of the parties as set forth below. Either party must give a minimum of 30 days written notice in order to terminate this MOU.

This agreement between TU and CSM is for the sole purpose of establishing a Program. The Program enables non Associate Degree CSM students that transfer to TU to have TU transfer their units (credits) back to CSM in order to complete the requirements of their CSM Associate Degree.

#### **Responsibilities:**

- CSM will use TU's Program information for the sole purpose of administering the Program.
- CSM will request directory information from TU for students that have junior or higher academic status (sixty or more units/credits) and that are identified through the National Clearinghouse as potentially eligible for the Program.

- TU will forward directory information, at no charge, upon the request of CSM for students that have junior or higher academic status (sixty or more units/credits) and are identified as potentially eligible for the Program.
- CSM will advise potentially eligible Program students to request that TU electronically send their academic transcript to CSM. Optionally, CSM can request electronic transcripts from TU on behalf of the student by submitting the students signed written release to TU.
- TU will not charge these CSM Program students for sending their academic electronic transcript to CSM.
- CSM will not charge a degree application fee for students that receive their Associate Degree as a result of the Program.
- CSM will inform TU of those students that receive their Associate Degree as a result of this Program.

**Force Majeure:**

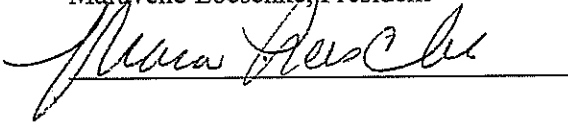
Neither party shall be responsible for delays or failures in performance resulting from occurrences beyond the control of such party. Such occurrences shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations imposed after the date of 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.

**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 the other party. Neither shall this MOU be construed to create rights or obligations, expressed or implied, on behalf of or for the use of any parties other than TU and CSM. TU and CSM shall not be obligated, separately or jointly, to any third parties by virtue of this MOU.

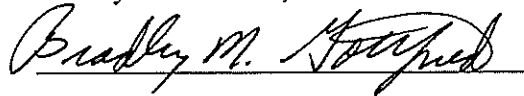
Towson University

Maravene Loeschke, President



College of Southern Maryland

Bradley M. Gottfried, President





Vince Pecora  
Assistant Vice President  
Community College Relations  
and Financial Aid

May 2, 2012

Bill Comey  
VP of Student and  
Instructional Support  
College of Southern Maryland  
8730 Mitchell Road, P.O. Box 910  
La Plata, Maryland 20646-0910

Towson University  
8000 York Road  
Towson, MD 21252-0001

t. 410 704-6242  
f. 410 704-4634  
vpecora@towson.edu

Bill,

Enclosed is the Reverse-Transfer MOU. Please send one original signed copy back to me.


Susan Hyman, Associate Registrar-Records & Registration, will serve as the contact person on matters related to the transfer of student information. Her contact information is as follows:

Towson University  
C/O Susan Hyman  
Registrar Office  
Towson, Md. 21252-0001

[shyman@towson.edu](mailto:shyman@towson.edu)

410-704-2097

I look forward to beginning our Reverse-Transfer partnership.

Thanks,  
  
Vince

cc. Susan Hyman