



MEMORANDUM OF UNDERSTANDING AND AGREEMENT



Reverse Transfer Program between Guam Community College and the University of Guam

This Memorandum of Understanding and Agreement is entered into by and between the Guam Community College, hereinafter referred to as GCC, and the University of Guam, hereinafter referred to as UOG, to promote successful educational experiences for students from both institutions. In keeping with the spirit of the Pohnpei Accord (2003) which reaffirms "friendly relations and an exchange of mutual communication and cooperation" among Pacific colleges, this memorandum is intended to formulate guidelines for the transfer of academic credit between the two institutions for the purpose of program completion at GCC once a bachelor's degree or higher is awarded by UOG. Also, this memorandum is in keeping with the Joint Board resolution, JEB-01-2010, whereas UOG and GCC have agreed to work cooperatively to promote educational success from K through 18 in support of the six Educational Summit strategic initiatives.

1. Purpose

The purpose of a reverse transfer program is available to students who will transfer to UOG before completing degrees, diplomas or certificates at GCC and who will graduate at UOG. Participants can transfer appropriate credits back to GCC to complete their programs of study at GCC and receive their certificate or associate degree from GCC.

2. Basic Principles

To assure that the process of the reverse transfer program between our respective institutions functions smoothly, we will abide by the following principles.

- A. Articulation is a complex matter, and it must involve faculty, staff, and administration at different points in the process;
- B. This agreement shall be subject to regular review, evaluation and revision. The addition to and/or deletion from the attached course listing to this agreement can be executed by mutual agreement between both parties;
- C. GCC and UOG will each designate a single individual as being responsible for dealing with reverse transfer issues which may arise as a result of this agreement;
- D. Allow UOG representatives face-to-face and online access (e.g. email) to Guam Community College students on GCC's campus to advertise and give advice to students on transfer programs to the University of Guam.

- E. Require that any Guam Community College student interested in the "Reverse Transfer" diploma pathway after transfer to UOG must be registered (prior to or during the registration period) at UOG before the initial transfer from GCC to the University of Guam.
- F. This agreement will honor the transferability of academic credits outlined in the General Education Matrix from the University of Guam (UOG), as applicable to GCC program requirements; and will honor any other agreements between GCC and UOG that may affect students participating in the reverse transfer program.

3. Policies Regarding Student Transfer and Transfer of Academic Credit.

- A. Students seeking reverse transfer courses to GCC must have been a declared student at GCC with a minimum of 12 college level credit hours.
- B. Students seeking reverse transfer courses to GCC may request for such as transfer, however, students are not required to apply for the transfer. Students will be eligible to reverse transfer courses upon completing all requirements for graduation at UOG.
- C. GCC's registrar will compile a list of potential reverse transfer students, and request from UOG's Registrar to identify potential reverse transfer candidates based on (1) the UOG student was a declared student at GCC, (2) the students did not complete their program at GCC, and (3) the students are identified by UOG as a transfer student.
- D. UOG will send transcripts of eligible students to GCC for evaluation provided the students provide written authorization to release their UOG transcripts to GCC for the purposes of the Reverse Transfer Program.
- E. GCC will honor all established procedures, practices, policies, MOU's, and other agreements in effect relative when evaluating students for reverse transfer credit.
- F. GCC will inform both UOG and each respective student who may receive a degree or certificate from GCC pursuant to this MOU.

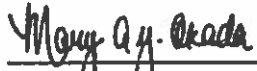
4. Administration and Management

The management of this agreement will be coordinated through the Chief Academic Officers (CAO) or their designees at each institution. Changes in the policies affecting this agreement should be communicated to the CAOs, which may result in modifications or amendments to the terms of this agreement.

5. Duration

The terms of this agreement shall begin on the day this document is signed by all signatories and shall continue in full force and effect thereafter for a period of five (5) years, at which time the agreement may be reviewed, revised, or reissued as agreed upon by both parties. This agreement may be terminated by either party at any time provided that the other party is given a 30-day prior written notification.

GUAM COMMUNITY COLLEGE



Dr. Mary A. Okada
President

Date: 08-18-2014



Dr. R. Ray D. Somera
Vice President for Academic Affairs
Chief Academic Officer

Date: 8-18-14

UNIVERSITY OF GUAM



Dr. Robert A. Underwood
President

Date: 8/25/14



Dr. Anita B. Enriquez
Senior Vice President for Academic
and Student Affairs
Chief Academic Officer

Date: 8/26/14