

## Reverse Transfer Agreement between the University of Massachusetts Lowell and Middlesex Community College

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### PURPOSE AND SCOPE

This Reverse Transfer Credit Agreement is between the University of Massachusetts Lowell (UML) and Middlesex Community College (MCC). The purpose of this agreement is to facilitate the seamless transfer of students between the two institutions by allowing students to transfer course work from the University of Massachusetts Lowell to Middlesex Community College in order to complete their associate degree.

This agreement assists students who earned credits that applied towards an associate degree while enrolled at Middlesex Community College, but did not complete sufficient credits to earn their associate degree. This agreement is designed to allow these students to transfer credits earned at UML, through a reverse transfer agreement, and provide them the opportunity to complete their associate degree at MCC.

### CRITERIA

University of Massachusetts Lowell students who transferred from Middlesex Community College will be notified of this agreement by the University of Massachusetts Lowell when they have met the following criteria:

- Have earned at least 15 credits from Middlesex Community College
- Have at least 60 credits at UML including transfer credit from MCC by the end of the fall semester
- Did not already have a prior associate degree from Middlesex Community College

### THE AGREEMENT

University of Massachusetts Lowell agrees to:

- Send Middlesex Community College a list of students meeting the aforementioned criteria each year in early February.
- Notify students who did not receive an Associate Degree from MCC about this opportunity and provided them with all necessary paperwork.
- Send the completed forms from students wishing to receive their Associate Degree to Middlesex Community College.
- Meet with MCC representatives once per semester to review this agreement and

process.

- Maintain records of University of Massachusetts Lowell Reverse Transfer students.

Middlesex Community College agrees to:

- Review the list of students that meet the criteria each year and return the listing to UML by March 1.
- Identify if they have received a degree from Middlesex Community College and report these findings back to the University of Massachusetts Lowell.
- Review applicants for graduation requirements and contact eligible students in regard to the next step in the process of obtaining their associate degree.
- Provide eligible students meeting the aforementioned criteria with an associate degree.
- Meet with UML representatives once per semester to review this agreement and process.

This agreement shall continue until such a time as either or both institutions wish to terminate it. In the event this agreement is terminated, both institutions agree to make completion provisions for students participating in the program at the time of termination.

The Individuals executing this agreement on behalf of the University of Massachusetts Lowell and Middlesex Community College acknowledge that they are duly authorized to execute this agreement. All parties hereby acknowledge that they have read and understood this agreement. This agreement shall become effective when executed by each party.

**University of Massachusetts Lowell**

**Middlesex Community College**



September 16, 2014

«First\_Name» «Last»  
«Address\_1»  
«Address\_2»  
«City», «State» «Postal»

Dear «First\_Name»:

Based on a review of your academic record at the UMass Lowell and the number of credits you transferred from Middlesex Community College, we have determined that it *may* be possible for you to receive an associate degree from MCC while you continue to work toward your bachelor's degree at UMass Lowell. While it is not a requirement that you do this, we believe that an associate degree from Middlesex Community College benefits you in many ways, including:

- Enabling you to immediately list your earned associate degree on your resume, helping you to compete in today's job market.
- Possibly qualifying you for free tuition at UMass Lowell. Minimum GPA requirements apply for a tuition waiver. See [www.uml.edu/MAP](http://www.uml.edu/MAP) for additional information.

If you would like to pursue this option, please complete the *Part 1* of the enclosed Middlesex Community College *Application to Graduate* and return it directly to the Registrar's Office **at the University of Mass Lowell**. UMass Lowell will forward it to Middlesex Community College with an official copy of your UMass Lowell transcript. MCC will audit your record and let you know if you've satisfied the requirements for an associate's degree. If so, your degree will be conferred at the next conferral date. Please complete *Part 2* of the *Application to Graduate* if you wish to participate in the Middlesex Community College graduation ceremony.

We want to reiterate that there are no downsides to pursuing this option. Your degree candidacy at the UMass Lowell will not be impacted. It simply allows you to receive an associate's degree on your way to your bachelor's degree. If you have any questions about this program, please contact the Middlesex Community College Registrar's Office at (781) 280-3625 or [moynihan@middlesex.mass.edu](mailto:moynihan@middlesex.mass.edu).

With best wishes,

Kerry Donohoe  
Registrar  
University of Massachusetts Lowell

Daniel F. Moynihan  
Registrar  
Middlesex Community College



# Middlesex Community College Application to Graduate

## Part 1:

Complete all information on this form and return to the Registrar's Office at the University of Massachusetts Lowell.

Date of Birth: \_\_\_\_\_ MCC Student ID (Optional): \_\_\_\_\_ UML Student ID: \_\_\_\_\_

Name: \_\_\_\_\_  
(NAME AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA)

Current Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

UMass Lowell Student Email Address: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

Program of Study you wish to graduate from: \_\_\_\_\_

By signing this form, I authorize the University of Massachusetts Lowell to release an official transcript of my academic record to Middlesex Community College. I further authorize Middlesex Community College to review my complete academic record to determine if I meet the eligibility requirements for an Associate's Degree at MCC. Receipt and/or submission of this form does not guarantee my graduation status at either Middlesex Community College or the University of Massachusetts Lowell.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Information regarding your Middlesex Community College degree:

**First Program:**  
Degree Certificate  
Program \_\_\_\_\_ Option \_\_\_\_\_

**Second Program:**  
Degree Certificate  
Program \_\_\_\_\_ Option \_\_\_\_\_

## Part 2:

I am planning to attend the Commencement ceremony:	Yes _____	No _____
I am planning to pick up my Cap and Gown at:	Bedford _____	Lowell _____
Size information needed for Cap and Gown reservation:	Height _____	Weight _____
<b>I authorize Middlesex Community College to release information for the Commencement program, local newspapers, and the professional photographer.</b>		
	Yes _____	No _____
<b>MCC Office Use Only – Grad Application Received by _____ Date _____</b>		

Return this form to:	Office of the Registrar University of Massachusetts Lowell Dugan Hall 883 Broadway St Lowell MA 01854
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