Memorandum of Understanding

BETWEEN

Old Dominion University, Norfolk, Virginia

AND

Tidewater Community College, Hampton Roads, Virginia

Whereas, Tidewater Community College (hereinafter referred to as TCC) is an excellent community college serving students in Southern Hampton Roads.

Whereas, Old Dominion University (hereinafter referred to as ODU) is an institution of higher learning that provides educational and research programs of the highest quality.

Now therefore ODU and TCC enter into a Memorandum of Understanding to establish a partnership in the area of enrollment management to benefit both institutions and the students they serve.

I.

The purpose of the cooperation between ODU and TCC is as follows:

• To promote a shared interest in student success in Hampton Roads;
• To offer those students who need additional preparation prior to enrolling at ODU the chance to excel at TCC and guarantee their admission to ODU once they have earned at least 15 credits at TCC with at least a 2.5 GPA;
• To encourage students who will need significant pre-college preparation to take advantage of the resources at TCC and to transfer to ODU at a later time;
• To facilitate a reverse-transfer program in which all program participants can be audited for degree completion at TCC after they have become students at ODU; and
• To facilitate a seamless transition by providing names of TCC graduates to ODU for the purposes of outreach.

II.

To achieve these goals, ODU and TCC will, insofar as the means of each allow:

• Develop targeted outreach programs to educate students in TCC’s service area about the availability of this program;
• Share academic records of students electing to participate in this program;

1 Students entering certain programs may need more than 15 credits to meet TCC’s residency requirement to earn an associate’s degree. TCC will advise students who will need more than 15 credits to earn a degree from TCC and assist them in scheduling those courses.
• Create specialized advising programs to help students understand the residency and degree requirements at TCC to ensure they may become eligible for an associate’s degree in a timely manner; and
• Transmit transcripts from ODU to TCC once a student in the program has earned 60 credits and 75 credits, with the last transcript to be sent for any student in the program after 33 months from his or her initial enrollment at TCC.

III.

The implementation of this Memorandum will be coordinated by a designee of each institution.

For ODU: First Last: Jane Dané
Title: Associate Vice President for Enrollment Management
Address: 129 Koch Hall, Norfolk, VA 23529
Phone: 757-683-6702
Email: jhdane@odu.edu

For TCC: First Last Christine Damrose-Mahlmann
Title: Associate Vice President for Student Success
Address 121 College Place, Suite 617, Norfolk, VA 23510
Phone: 757-822-1298
Email: cmahlmann@tcc.edu

The designees will have the following responsibilities:
- To provide for the execution of the plan to operationalize the memorandum;
- To promote collaboration between the two institutions;
- To serve as primary contacts for individual and group discussions and to coordinate activities among the institutions;
- To convene a working group to meet periodically to evaluate activities and formulate future cooperative agreements which may become advantageous.

IV.

This MOU is not a contract. It serves as a statement of general intention among the institutions and is not intended to be legally binding. No oral agreement with respect to matters in this MOU shall be deemed to create a liability or obligation to either institution. Neither institution should act on behalf of the other.

V.

Both ODU and TCC agree to comply with all applicable federal, state, and municipal laws; rules and regulations; all applicable requirements of any accreditation authority, and to certify compliance upon request.
VI.

Upon approval of each institution, this Memorandum will remain in effect unless terminated by either institution. Termination shall be effective by giving the other institution at least 90 days' advance written notice of its intention to terminate. Termination shall be immediate for new applicants at ODU; however, the sending of transcripts to TCC will continue until all current students in the program have spent more than 33 months at ODU since matriculation at TCC.

Executed by Old Dominion University and Tidewater Community College in duplicate copies, each of which shall be deemed an original.

Old Dominion University

by

(Signature)

John R. Broderick
President

Date: 8-3-15

Tidewater Community College

by

(Signature)

Edna V. Bachre-Kolovani
President

Date: 8/19/15
Plan for Operationalizing the Reverse Transfer MOU
Between Old Dominion University and Tidewater Community College

How the Student Will Navigate the Program

Three days upon ODU deciding to place a student in the program, the student will receive an invitation letter, letting him know that he may enroll at TCC and participate in a guaranteed admission program with ODU. The letter will include an embedded link to a site hosted by TCC, where the student can learn more about the program. If he chooses to participate in the program, he will use a facility on this landing page to opt-in to the program. He will be made aware that by opting in, he is giving both institutions the ability to share information including but not limited to transcripts, test records, and other information needed by the institutions that the student or his guardians possess under the Family Educational Rights and Privacy Act.

Once the student has opted into the program, the information is managed by a program manager at TCC. The program manager will assume communications responsibilities for the student, helping him know how to apply, whether he should take Virginia Placement Test at TCC, when to attend Orientation, and how to enroll.

ODU would resume communication with the student so he is aware of how and when he can take advantage of the guaranteed admission offer. The student will be informed to reapply at the term of his choosing and to take advantage of a fee waiver offered for students in the program. Since TCC does not have an application fee and offers students their first transcript for free, the student will find that he can participate in the program without incurring any additional fees other than those required for instruction and enrollment at TCC.

Once the student has enrolled at ODU, he will take advantage of the services already in place for transfer students at ODU. He may have forgotten that he asked ODU to send his transcript to TCC at the conclusion of 33 months from his first matriculation at TCC; however, ODU will send a copy of his transcript to TCC. He will be notified if TCC determines he has attained an associate’s degree.

ODU’s Major Responsibilities

- Identifying those students who will receive the opportunity to participate in the program and referring them to TCC’s web property
- Updating student records with an attribute indicating a student is participating in the program upon receiving the list from TCC
• Sending timely messages to students in the program regarding onboarding at ODU
• Admitting students who have achieved the required credentials under the agreement
• Transmitting a transcript to TCC during the 33rd month since matriculation at TCC

**TCC's Major Responsibilities**

• Maintaining a web property that explains the programs and provides the facility by which a student opts into it
• Onboarding students into the program
• Updating student records to indicate which students are participating in the program
• Providing ODU with a list of students enrolled under the provisions of the program each term at census
• Certifying whether students in the program are eligible for an associate’s degree after 33 months of matriculation