



BUCKS COUNTY COMMUNITY COLLEGE

REQUEST FOR REVERSE TRANSFER OF CREDITS FOR ASSOCIATE DEGREE CONFERRAL

Name Bucks ID number

Transfer College/University Anticipated date of Reverse Transfer

Major at Bucks* Major at Transfer College/University

*The student’s academic program and catalog year at Bucks must both be eligible for graduation (not in obsolete status). The Bucks major listed above must be the student’s active major at Bucks.

FERPA Statement: *Under the Family Educational Rights and Privacy Act (FERPA) of 1974, and as amended, I understand that my educational records cannot be released without my written permission. I therefore authorize Bucks County Community College and the above named College or University to share my student data information between the institutions without violation of FERPA. I understand that this release agreement will be in effect as long as I am participating in the reverse transfer program between the above named College or University and BCCC and that I have the right to rescind this release agreement at any time by notifying the Registrar’s office at each institution, in writing.*

I understand the FERPA Statement and agree to the disclosure of my education records between Bucks County Community College and _____ for the purpose of credit evaluation to determine the awarding of an Associate’s Degree from Bucks County Community College.

Student Signature Date

Authorization:

I request permission for credit evaluation to determine eligibility to transfer courses back to Bucks County Community College under a Reverse Transfer Agreement.

I request permission to transfer the eligible credits back to Bucks County Community College toward the awarding of an Associate’s Degree from Bucks County Community College.

Student Signature Date

See reverse side of this form to review Conditions of Reverse Transfer.

INSTRUCTIONS: Student signs both the FERPA statement and the Authorization sections of this form. When complete, submit the form to the Bucks County Community College Records and Registration Office and request official transcripts from the transfer institution to be sent to Bucks.

CONDITIONS OF REVERSE TRANSFER:

The Bucks Reverse Transfer Associate degree will be awarded to each student who has completed these requirements:

- Completion of no fewer than sixty semester credit hours.
- Completion of one of the Bucks associate degree programs. The student's academic program and catalog year at Bucks must both be eligible for graduation (not in obsolete status).
- A cumulative grade point average of at least 2.0.
- Bucks students must have successfully completed a minimum of 30 credits of Bucks internal college-level coursework. (Internal credits include graded courses as well as non-traditional credits with the grades of CX, CL, or LE. A minimum of 15 credits must be in college-level graded courses at Bucks). Students may transfer a maximum of 30 degree-related credits to Bucks. This includes credits from all postsecondary institutions.
- Fulfillment of all financial and other obligations to the College.
- Fulfillment of the requirements outlined in the specific Reverse Transfer Agreement between Bucks County Community College and the transfer institution listed above.

Other requirements:

- An original transcript from the Transfer College/University is required listing any courses requested for evaluation by Bucks for the purpose of Reverse Transfer. The student should sign an authorization allowing the Transfer College/University to exchange student information for the purpose of degree evaluation by Bucks. Student must also sign the FERPA statement on the reverse side of this form.