

**REVERSE TRANSFER AGREEMENT**  
**Bloomsburg University of Pennsylvania**  
**And**  
**Bucks County Community College**

**Preface**

This Reverse Transfer Agreement is made between Bloomsburg University of Pennsylvania (BU) and Bucks County Community College (Bucks) and is intended to strengthen the collaborative partnership already existing between these two institutions for the benefit of students.

Pursuant to the Agreement, the Parties establish a reverse transfer program that will permit eligible students, who transfer from Bucks to BU before earning an associate degree from Bucks, the opportunity to transfer BU credits back to Bucks to apply towards completion of the Bucks associate degree concurrent with their enrollment at BU.

**Provisions of the Agreement**

1. Eligibility:

To be eligible for the reverse transfer program:

- a) Bucks students must have successfully completed a minimum of 30 credits of Bucks internal college-level coursework excluding developmental 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.
- b) Upon completion of credits needed for reverse transfer and associate degree conferral by Bucks, participants must have a minimum grade point average of 2.0, both at BU and at Bucks. Bucks will accept letter grades of "C" or higher for reverse transfer credit consideration. Prior Learning Assessment (PLA) credits will be evaluated by Bucks, according to Bucks' PLA policies. Bucks will use undergraduate courses to fulfill Bucks course requirements when applicable, if an appropriate transfer credit equivalency exists, at Bucks' sole discretion.
- c) A student graduating under the terms of this agreement must meet the following Bucks graduation requirements:  
Bucks students must:
  - Complete no fewer than sixty semester credit hours.
  - Complete one of Bucks associate degree programs. The student's academic program and catalog year at Bucks must both be eligible for graduation (not in obsolete status).
  - Have a cumulative grade point average of at least 2.0.
  - 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.
  - Fulfill all financial and other obligations to the College.
  - Fulfill all of the requirements outlined in the specific Reverse Transfer Agreement between Bucks County Community College and the transfer institution listed above.

**Procedures of the Agreement**

1. Each semester BU will identify and outreach all newly admitted Bucks students informing them of this agreement.
2. The student will complete and sign the *Reverse Transfer Application Request* which is available from the BU website.
3. The student will provide a copy of the *Reverse Transfer Application Request* to the Registrar/Records Offices at BU. BU will forward the *Reverse Transfer Application Request* to Bucks. The request

form allows BU to send the student's transcript to Bucks County Community College as authorized by the student and authorizes the two institutions to exchange data and student information related to implementation of the Reverse Transfer agreement as needed. If the student subsequently cancels the authorization for BU to send their transcript to Bucks, then the student is no longer eligible to receive an associate degree by reverse transfer from BU.

- a. The Reverse Transfer Application Request will include the following FERPA Statement allowing disclosure of records:

*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 the release of my educational records from BU to Bucks, in order to share student data information between the two 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 BU and Bucks and I have the right to rescind this release agreement at any time by notifying the Registrar at BU.*

*I understand the FERPA Statement and agreement to the disclosure of my education records between BU and Bucks for the purpose of credit evaluation to determine the awarding of an associate's degree from Bucks.*

4. The student needs to work closely with the Bucks advisor to ensure they meet all requirements for the associate degree
5. In order to receive the associate degree from Bucks, the student must sign the “*Bucks Request for Reverse Transfer of Credits for Associate Degree Conferral*” form. The student's academic program and catalog year at Bucks must both be eligible for graduation (not in obsolete status).
6. If a student is requesting an associate degree in a major other than the active major, the student must complete the Bucks *Change of Major* form prior to requesting evaluation.
- g) BU will send a transcript, including student contact information, to Bucks upon the student's request when the student believes he/she has completed the requirements for the associate degree and is ready to request graduation from Bucks. BU will waive the transcript fee when transcripts are sent in conjunction with this Agreement.
- h) The Registrar/Records Offices at the two institutions will be the designated points of contact for implementation of this agreement.