**Reverse Transfer Agreement**

Provisions and Procedures of the Reverse Transfer Agreement between Bucks and East Stroudsburg

1. Eligibility:

To be eligible for the reverse transfer program:

1. 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.
2. 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 ESU 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 ESU’s undergraduate courses to fulfill Bucks degree requirements when applicable, if an appropriate transfer credit equivalency exists, at Bucks’ sole discretion.
3. A student having a degree conferred from Bucks 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 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).
		- 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 ESU 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* form which ESU will make available by sending to the student.
3. The student will provide a copy of the *Reverse Transfer Application Request* form to the Registrar/Records Offices at ESU. ESU will forward the agreement to Bucks. The agreement form contains a FERPA statement that allows ESU to send transcripts to Bucks County Community 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 ESU to send transcripts to Bucks, then the student is no longer eligible to receive an associate degree by reverse transfer from ESU.
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 available from the Bucks website. 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.
7. ESU 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. ESU has no transcript fees when transcripts are sent in conjunction with this Agreement.
8. The Registrar/Records Offices at the two institutions will be the designated points of contact for implementation of this agreement.

For more information, contact the Bucks Advising & Transfer Center at 215-968-8031, or email transfer@bucks.edu