

What is Reverse Transfer?

Reverse transfer provides the opportunity to earn an associate degree to students who previously attended this College and who transferred to another institution prior to meeting the associate degree requirements. Eligible students may transfer in credits earned at another institution in order to meet the requirements of an associate degree at this College. Policy/AR: 8112

How do I qualify?

- Complete a minimum of 15 credits at this College within three (3) years from submitting this for (12 credits for students participating from Rowan University).
- Transferred to an accredited four-year college or university prior to completing degree requirements at this College
- Maintain cumulative GPA of 2.000
- No outstanding balance owed to this College
- Earned a combined minimum of 60 credits between this College and the four-year university that meet program requirements for the associate degree.

Student Information

Student ID (A#): _____ Student’s Date of Birth (mm/dd/yyyy): _____

Last Name: _____ First Name: _____ M.I.: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone: (_____) _____ Last 4 digits of social: _____

FERPA Statement

The federal Family Educational Rights and Privacy Act of 1974 protects the privacy of a student’s educational records, including transcripts, by placing certain restrictions on the disclosure of that information. As a result, your written authorization is requested in order to release your records to facilitate the Reverse Transfer Agreement.

Authorization to Release Information

I authorize the release and sharing of my academic records between Rowan College of South Jersey (the College) and my four-year institution (the Institution) for the sole purpose of evaluating earned credits to determine if an associate degree can be awarded by the College. Prior notification is not required from either the College or the Institution. The release will remain in effect for three (3) years from the date of the signature below. I understand I have the right to rescind this authorization via a written Revocation Statement that I will submit to the College either by mail, fax, email or in person. Further, I understand that the Revocation Statement will not affect any information that was disclosed prior to the date the College received said statement.

By signing below, I understand and agree that:

- I have read and understand the FERPA statement and acknowledge that my personal information and student records will be shared between the College and the Institution that I am currently attending. I understand that the sharing of this data is for the sole purpose of credit evaluation to determine if I can be eligible to receive an associate degree through the Reverse Transfer process.
- I have read, understand and consent to the Authorization to Release Information form.
- I understand that it is my responsibility to complete all required course work prior to my associate degree being awarded in the event that additional course work is required.
- I understand that the College has the right to select an associate degree for which I am eligible based on the credits and course work as evidenced on my official transcripts regardless of my degree indication on the Reverse Transfer Agreement.
- I understand that the College will notify me of the results of my Reverse Transfer evaluation and if approved, I will receive my associate degree by U.S. mail.
- I give the College permission to award the associate degree once all requirements are met and to update my college transcript with my degree credential.
- My signature on this form confirms that I have read the Reverse Transfer policy/procedure and FAQs. I authorize the release of my transcript(s) and grant the permission to the College to communicate with the Institution about my student records via email or phone.

Student’s signature

Date