

We would like to provide you with some information regarding an exciting program, which may benefit you.

The Reverse Transfer Program provides an opportunity for students who have transferred from a Pennsylvania Community College to a State System University to receive an associate degree once they earn a total of at least 60 credits. Obtaining an associate degree can enhance your earning potential, even as you continue to work toward completing your bachelor's degree.

Students are eligible to participate in the program if they meet the following criteria:

- Transferred at least 45 credits from the most recently attended Pennsylvania Community College (at least 30 credits from Bucks County Community College, Harrisburg Area Community College or Luzerne County Community College)
- Earned a minimum GPA of 2.0 at the community college within the last 5 years
- Completed at least 15 credits (at least 30 for Bucks, HACC and Luzerne) at Commonwealth University
- Earned a minimum GPA of 2.0 at Commonwealth University

This program allows you to take courses at Commonwealth University that will satisfy outstanding requirements at the PA community college.

To opt into the program, please fill out the attached form and submit it to the Registrar's Office at Commonwealth University. A copy of your transcript will be sent to your previous community college for evaluation. Please contact the Registrar's Office at the community college with questions regarding your outstanding requirements for the associate degree.

Once you have completed your degree at the community college, please have an official transcript showing the degree awarded, sent to:

**Commonwealth University of Pennsylvania
Office of the Registrar
125 Arts & Administration Building
400 East Second Street
Bloomsburg PA 17815-1301**

Or via email to: registrar@commonwealthu.edu

Please complete, sign, date, and return this release form to:

Commonwealth University of Pennsylvania
Office of the Registrar
125 Arts & Administration Building
400 East Second Street
Bloomsburg PA 17815-1301

The Completion of this form indicates my decision to participate in the Reverse Transfer Program between Commonwealth University and _____ (PA Community College). My signature on this form grants permission to have my academic transcript exchanged between the two institutions for purposes of participating in the Reverse Transfer program.

CU ID#: _____

PA Community College ID#: _____

Current Full Legal Name: _____ DOB: _____

Previous Name (if applicable): _____

Permanent Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Date (semester and year) most recently enrolled at the PA Community College: _____

Acknowledgement:

In accordance with the Family Educational Rights and Privacy Act (FERPA), my signature below authorizes the release of my academic records between Commonwealth University to _____ (PA Community College) for the purposes of credit evaluation to determine fulfillment of degree requirements and degree awarding under the Reverse Transfer program. It also serves to acknowledge my understanding of the FERPA statement listed above, and agree to the sharing of records between Commonwealth University and _____ (PA Community College) for purposes of determining my eligibility to be awarded a degree, certificate or other appropriate credential from _____ (PA Community College).

I may opt out of the program at any time by notifying, in writing, the Registrar's Office at Commonwealth University. Please note that opting out will only stop future transmission of your academic record to _____ (PA Community College).

I understand that I am responsible for sending my official transcript showing my degree granted to Commonwealth University.

Signature: _____ Date: _____
(Participating Student)

Received by : _____ Date: _____
(Signature of Authorized CU Personnel)