

Reverse Transfer Request Form

Registrar's Office
717-871-5005
Fax: 717-871-7894
www.millersville.edu

Please complete this form and return via email to registrar@millersville.edu or the Registrar's Office, first floor of Lyle Hall.

MU ID #: _____

PA Community College: _____

ID at this School: _____

Current Full Legal Name: _____ DOB: _____

Previous Names (if applicable): _____

Permanent Mailing Address: _____

City: _____ State: _____ Zip: _____

MU Email Address: _____

Semester and year most recently enrolled at the PA Community College: _____

Acknowledgement:

The completion of this form indicates my decision to participate in the Reverse Transfer Program between Millersville University the Community College listed above. 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.

In accordance with the Family Educational Rights and Privacy Act (FERPA), my signature below authorizes the release of my academic records between Millersville University to the Community College listed above for purposes of credit evaluation to determine fulfillment of degree requirements and degree award under the Reverse Transfer program. It also serves to acknowledge my understanding of the FERPA statement listed above and agree to the sharing of my records between Millersville University and the Community College listed above for purposes of determining my eligibility to be awarded a degree, certificate or other appropriate credential from the Community College listed above. I may opt out of the program at any time by notifying, in writing, the Registrar's Office at Millersville University. Please note that opting out will only stop future transmission of the academic record to the Community College listed above.

Signature: _____

Date: _____

*Please note: there is no transcript fee charge for transcripts sent solely for participation in the Reverse Transfer Program.

What is Reverse Transfer?

The Reverse Transfer Program at Millersville University is an opportunity for students who transferred from a PA Community College to a PA State System University prior to completing their associate's degree, certificate or other credential to now earn that initial award. Why participate in the program? Students who receive an associate's degree, certificate or other credential while pursuing a baccalaureate degree greatly increase their earning power and/or ability to secure a job while taking classes and are more likely to complete the baccalaureate degree in a timely manner. Earning an associate's degree, certificate or credential on the way to a four-year degree is also a great way to have academic achievements recognized as they are completed.

Students are eligible to participate in the program by meeting the following criteria:

- Transferred in at least 30 credits from the most recently attended PA Community College to Millersville University
- Completed at least 15 credits at Millersville University;
- Earned a grade point average of 2.00 in their courses at Millersville University.
- There are no financial holds on the students' accounts.

To opt into the program and have an academic evaluation performed to determine what, if any, requirements are still needed in order to be awarded an associate's degree, certificate, or credential, please fill out this form and submit it to the Registrar's Office in Lyle Hall at Millersville University or registrar@millersville.edu.

A copy of your academic transcript will be sent to the appropriate Community College for an evaluation. The Community College will contact you directly stating whether or not you have met the requirements for any particular credential. Questions should be directed to the Registrar's Office at either institution.