REVERSE TRANSFER AGREEMENT
between
Jackson College
and
Eastern Michigan University

Eastern Michigan University (EMU) and Jackson College (JC) have collaborated to promote your degree completion at both institutions. If you transferred to EMU from JC without completing your associate degree requirements or without filing to receive that degree, you may be able to use courses you completed at EMU toward an associate degree.

Why should you be interested in earning an associate’s degree even though you’re working on a Bachelor’s degree?

- Shows future employers your ability to complete things you started
- Receive recognition and credentialing for all the time and effort you spent at JC
- List multiple degrees on your resume

If you are interested, complete the Reverse Transfer Request Form below and submit it to EMU by one of the following methods:

1) Fax to 734.487.6808
2) Scan and send by email as a PDF attachment to registrar@emich.edu
3) Mail or hand deliver to:
   Office of Records and Registration
   303 Pierce Hall, Ypsilanti, MI 48197

Jackson College will notify you of your graduation status within three weeks of receiving your transcript from EMU.

If you would like more information about this opportunity, you may contact JC’s Registrar’s Office at 517.796.8584 or EMU’s Office of Community College Relations at 734.487.6577
Please print legibly, sign and then mail, fax, deliver in person, or scan and email as a PDF attachment to the above address.

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<thead>
<tr>
<th>EMU Student ID Number</th>
<th>JC Student ID Number</th>
<th>Birth date (mm/dd/yy)</th>
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<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Former (If Applicable)</th>
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<th>Current Street Address</th>
<th>email address</th>
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<th>City</th>
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<tr>
<th>Last Term @ EMU</th>
<th>Last Term @ JC</th>
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**CHECK ONE:**

- **☐** SEND TRANSCRIPT AS IS
- **☐** HOLD UNTIL END OF NEXT GRADING PERIOD

**Requests completed using this form will be sent automatically to:**

ATTN: Reverse Transfer Transcript Evaluation, Registrar, Jackson College, 2111 Emmons Rd, Jackson, MI 49201. Transcript fees will be waived. Transcripts will not be issued for anyone with a financial hold at Eastern Michigan University.

**FERPA Statement:**

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, updated January 2009, I understand that my educational records cannot be released without my written permission. I authorize the release of my academic records from Eastern Michigan University to Jackson College, and the release of any additional academic records from JC to EMU, in order to share student data information between the two institutions without the violation of FERPA. I understand that I have the right to rescind this release agreement at any time by notifying the Office of Records and Registration at Eastern Michigan University and the Office of the Registrar at Jackson College.

My signature below is agreement that:

- **✓** I understand the FERPA statement and agree to my student records being shared between EMU and JC for the purpose of credit evaluation to determine the awarding of an Associate Degree from JC.
- **✓** If applicable, an appropriate Associate Degree will be awarded based on my records, requirements of the degree, and credits toward degree. If I have completed the requirements of any degree program at JC I will be awarded the degree. In some cases the awarded Associate Degree may not be the degree I declared that I was pursuing while a student at JC.
- **✓** If it is appropriate to award an Associate Degree, my signature below gives permission to JC to award the degree and notify me of the results without further intervention on my part.

Signature (written signature required) ____________________________ Today’s Date ____________________________

**OFFICE USE ONLY - REVERSE TRANSFER AGREEMENT:**

DATE SUBMITTED _____________ COPY TO JACKSON COLLEGE _____________
TIME SUBMITTED _____________ CHECKED FOR HOLDS _____________ R&R STAFF INITIALS _____________

Eastern Michigan University
Community College Relations