



**Reverse Transfer Agreement  
Wayne State University (WSU) and Washtenaw Community College (WCC)**

Wayne State University (WSU) and Washtenaw Community College (WCC) are entering into agreement to improve programs and services to students who transfer between the two institutions. WCC and WSU agree to collaborate to assist students to transfer credits earned at WSU back to WCC for the purpose of completing an associate degree.

Both institutions agree that students who begin their studies at WCC and then transfer to WSU should be able to transfer at a time that is most appropriate for their individual circumstances and be able to earn both an associate's and a bachelor's degree.

To fulfill this agreement, WSU and WCC agree to:

- appoint contact and liaisons persons for the initiative,
- establish appropriate criteria to identify eligible students,
- share student information in compliance with FERPA,
- develop and document systems, processes, communications and timeline for implementing the initiative,
- communicate regularly to provide feedback on the progress and success of the initiative,
- explore opportunities to improve and expand the program through new technology and innovative methods and activities (electronic data exchange of transcript data).

The following attachments provide additional detail for implementation of the agreement:

**Attachment 1:** A sample notification message to inform students of their ability to complete an associate degree using the reverse transfer process; and

**Attachment 2:** Sample transcript request for purposes of reverse transfer

**Signatures**

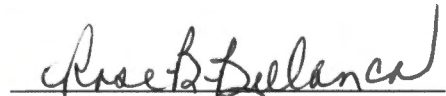
Wayne State University and Washtenaw Community College agree to the terms of this agreement which will take effect immediately upon signing by both parties. The agreement will remain in effect unless terminated by one of the parties by giving ninety days written notice to the other party. If the agreement is terminated students who have already received a notification about the reverse transfer process will be accommodated.

Wayne State University

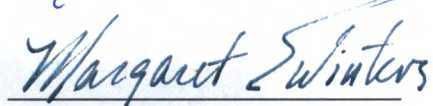
Washtenaw Community College

  
M. Roy Wilson, President


3/10/15  
Date

  
Rose Bellanca, President

9/11/15  
Date

  
Margaret E. Winters,  
Provost and Senior Vice President  
for Academic Affairs

3/11/15  
Date

  
Michael A. Nealon, Ph.D.  
Vice President for Instruction

8/24/15  
Date

FORM APPROVED  
AG  
24 FEB 2015  
OFFICE OF THE  
GENERAL COUNSEL



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## ATTACHMENT 1

Have you heard about reverse transfer?

After reviewing your records, we see that you transferred into Wayne State Washtenaw Community College and have not yet earned an associate's degree. Through our reverse transfer program, you are eligible to transfer credits back to your community college, which could help you fulfill requirements for your associate's degree.

An associate's degree is an important milestone in your education as well as a valuable credential to have on your resume. Employers value the associate's degree as evidence of your commitment to expanding your knowledge and achieving your educational goals. The associate's degree can make a difference in your success by opening the door to better job opportunities, even while you're still working on your bachelor's degree.

Wayne State is committed to increasing the number of degrees attained in the state of Michigan, and that is why we encourage you to strongly consider taking advantage of this opportunity. To facilitate this, all we need you to do is fill out the enclosed form and e/mail it back to us or drop it off at the Student Service Center in the Welcome Center lobby. From there, we will send your transcript to your community college, where they will evaluate your Wayne State credits. You will be contacted by your community college if you have fulfilled enough requirements to earn your degree.

Please refer to our reverse transfer page at <http://transfercredit.wayne.edu/reversetransfer.php>. If you have any questions about this program, contact [registrar@wayne.edu](mailto:registrar@wayne.edu).

Best wishes,

Name of University Registrar

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## REVERSE TRANSFER - Transcript Request Form

Mailing Address: Office of the Registrar  
ATTN: Colleen McIlwain  
5057 Woodward, Fifth Floor  
Detroit, MI 48202

In-Person Address: Student Services Center  
42 West Warren, First Floor  
Detroit, MI 48202

Phone: (313) 577-2100, Option 2 ~ Fax: (313) 577-0945

Official transcripts will not be released until all financial obligations to the university have been satisfied.

### STUDENT INFORMATION

All blocks in student section MUST be completed – PLEASE PRINT LEGIBLY

Student ID or Last Four of SSN	Last Name	First Name	Middle

Complete Mailing Address – Street, City, State, Zip

Previous Names	What years did you attend?	Did you attend any of the following? <input type="checkbox"/> Law School <input type="checkbox"/> Medical School <input type="checkbox"/> Junior Year in Munich <input type="checkbox"/> Merrill Palmer	
E-mail Address		Birthdate MM/DD/YY	Daytime Phone

### TRANSCRIPT HANDLING INSTRUCTIONS

Please mail my transcript to: \_\_\_\_\_  
(Name of community college)

Requests completed using this form will be sent automatically to the attention of the Reverse Transfer contact.

**FERPA Statement:** The federal Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of student educational records, including transcripts, by placing certain restrictions on the disclosure of that information. As a result, your written authorization is required in order for Wayne State University to release your educational records to facilitate the reverse transfer credit agreement.

**Authorization:** I authorize the release of my academic records maintained by Wayne State University to the community college; and the release of my academic records maintained by said community college to Wayne State University without prior notice and for the purpose of credit evaluation to determine the awarding of an associate degree or other credential of value. I understand that I have the right to rescind this authorization at any time by notifying the Office of the Registrar a Wayne State University in writing of my decision. I understand that such revocation will not affect any disclosures previously made before receipt of any such written revocation.

My signature below is agreement that:

- I understand the FERPA statement and the authorization, and agree to my student records being shared between Wayne State University and the community college for the purpose of credit evaluation to determine the awarding of an associate degree.
- If applicable, an appropriate associate degree will be awarded based on my records, requirements of the degree, and credits toward degree. The awarded associate degree may not be the degree I was pursuing while a student at the community college.
- If it is appropriate to award an associate degree, my signature below gives permission to the community college to award the degree and notify me of the results without further intervention on my part.

• **Student Signature X**

**Date**

Most transcript requests are processed within one (1) business day of receipt. Your signature on this form authorizes the release of your transcript as well as our ability to communicate with you about this request via e-mail or phone. Forms without signatures will not be processed. Students are responsible for providing accurate address information for recipients. \*When possible, official transcripts will be transmitted electronically. Recipients will receive an email with instructions for retrieval.