

Attachment 1

Dear _____;

Congratulations on your enrollment at Eastern Michigan University to complete your Bachelors degree!

Eastern Michigan University (EMU) and Washtenaw Community College (WCC) have collaborated to promote your degree completion at *both* institutions. According to our records, you transferred to EMU from WCC without completing your associate degree requirements or without filing to receive that degree. Did you know that **courses you complete at EMU might apply to your associate degree requirements at Washtenaw Community College?** EMU and WCC are partnering to make degree completion at **both** as easy as possible.

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 WCC
- **List multiple degrees** on your resume

Are you interested in completing your degree at WCC? Here's what you should do:

1. **Request** an official transcript from EMU be sent to Washtenaw Community College via the following web link: ***(the transcript fee will be waived)***
<http://www.emich.edu/registrar/transcripts/>
2. **Complete** and submit an "**Application for Graduation**" via the below listed web link:
<http://www4.wccnet.edu/student-services/student-connection/graduation/index.php?choice=application>
3. You will be notified by WCC of your graduation status within two weeks of receipt of these materials.

Are you interested in this opportunity but unsure if you have the credits needed? You only need to contact WCC's Student Connection at 734. xxx.xxxx.

We hope to hear from you soon!

Sincerely,

Rhonda Kinney-Longworth
Interim Associate Vice President for Academic Programming

cc: Patricia Cygnar, EMU Director of Community College Relations

Attachment 2

Reverse Transfer Agreement Process

Eastern Michigan University and Washtenaw Community College agree to the following process for identifying and informing students of the opportunity to earn an associate degree through reverse transfer:

- WCC will create a list of former students who have transferred to EMU without obtaining an associate degree.
 - A list of WCC students enrolled at EMU will be obtained from the National Student Clearinghouse
 - The list will be analyzed by graduation auditing software and narrowed to former students who have not earned a degree at WCC but are within 15 credits of degree completion, and are in good standing.
 - To allow for matching with records at EMU, each record will include name, date of birth, and high school attended.
- The list will be delivered to EMU's Office of the Provost as a spreadsheet or text file.
- Identified students will be sent an email notification of the opportunity and simplified procedure for applying for a degree in.
- EMU will waive the transcript fee for students using this process.
- WCC will provide annual feedback to EMU on students who obtain a degree through this agreement.

Timeline

September 20 – WCC to obtain student names from the National Student Clearinghouse

January 8 – records sent to EMU

January 15 – email notifications sent to students

June – Follow up meeting to examine results and make changes to process

REVERSE TRANSFER AGREEMENT
between
Washtenaw Community College
and
Eastern Michigan University

Eastern Michigan University (EMU) and Washtenaw Community College (WCC) collaborated in 2012 to promote your degree completion at *both* institutions. If you transferred to EMU from WCC 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 WCC
- **List multiple degrees** on your resume

If you are interested, print and complete the Reverse Transfer Request Form below and submit it to EMU by one of the following methods: (no fee will be charged)

- 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

WCC will notify you of your graduation status within two weeks of receiving your transcript from EMU.

If you would like more information about this opportunity, you may contact WCC's Student Connection at 734.973.3546 or EMU's Office of Community College Relations at 734.487.6577



REVERSE TRANSFER AGREEMENT
Transcript Request Form

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RECORDS AND REGISTRATION
303 Pierce Hall, Ypsilanti, MI 48197
734.487.4111
FAX: 734.487.6808
Email: registrar@emich.edu



Please print legibly, sign and then mail, fax, deliver in person, or scan and email as a PDF attachment to the above address.

EMU Student ID Number Washtenaw Student ID Number Birth date (mm/dd/yy)

Last Name First Middle Former (If Applicable)

Current Street Address email address

City State Zip Telephone

Last Term @ EMU Last Term @ WCC

CHECK ONE:

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

Requests completed using this form will be sent automatically to:

Student Records Office, Washtenaw Community College, 4800 E. Huron River Dr., Ann Arbor, MI 48105-4800, Attention: Reverse Transfer Transcript Evaluator. Transcript fees will be waived. Transcripts will not be released 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 Washtenaw Community College, and the release of any additional academic records from Washtenaw Community College to Eastern Michigan University, in order to share student data information between the two institutions without violating FERPA. I understand that I have the right to rescind this release agreement at any time by notifying the Office of Records & Registration at Eastern Michigan University and the Records Office at Washtenaw Community College.

My signature below is agreement that:

- I understand the FERPA statement and agree to my student records being shared between EMU and WCC for the purpose of credit evaluation to determine the awarding of an Associate Degree from WCC.
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 WCC 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 WCC.
If it is appropriate to award an Associate Degree, my signature below gives permission to WCC to award the degree and notify me of the results without further intervention on my part.

Signature (must be signed by hand)

Today's Date

OFFICE USE ONLY - REVERSE TRANSFER AGREEMENT:

DATE SUBMITTED COPY TO WCC

TIME SUBMITTED CHECKED FOR HOLDS

R&R STAFF INITIALS