

# MCCS & UMS

## Reverse Transfer Partnership

**EARN YOUR ASSOCIATE'S DEGREE OR CERTIFICATE WHILE PURSUING YOUR BACHELOR'S DEGREE!**

### FREQUENTLY ASKED QUESTIONS

#### WHAT IS REVERSE TRANSFER?

Some students transfer into universities before completing an Associate degree or Certificate at a community college. Reverse Transfer is a process where academic credits for course work completed at a university are transferred back to your community college to satisfy Associate degree or Certificate requirements. Through Reverse Transfer, a student's achievements are recognized after they have transferred to a university and have accumulated the credits needed to fulfill the Associate degree or Certificate program. It's value added to your education!

#### WHAT ARE THE BENEFITS OF EARNING YOUR ASSOCIATE DEGREE OR CERTIFICATE?

The Associate degree and Certificate are marketable credentials for your résumé and an important milestone in your education. Employers value the Associate degree and Certificate as evidence of your commitment to expanding your knowledge and achieving your educational goals. The Associate degree or Certificate can make a difference in your long-term success:

- They can provide better job opportunities while completing your Bachelor degree.
- They are the nation's fastest growing work credentials; employers recognize their value when recruiting and hiring
- Students who earn these credentials are more likely to complete their Bachelor degree.
- Even though you are applying the hours you have earned at your university toward an Associate degree or Certificate at your community college, your hours earned will still apply appropriately toward your Bachelor degree.



#### WHAT IS THE REVERSE TRANSFER AGREEMENT?

The University of Maine System currently has a Reverse Transfer Agreement with the Maine Community College System. Under this agreement, students can be granted an earned Associate degree or Certificate by combining credits from their university with the credits previously earned from their community college.

MCCS and UMS are committed to helping our students earn all available credentials as they pursue their educational and career goals.

## HOW DO I KNOW IF I MIGHT QUALIFY?

You may be considered for your Associate degree or Certificate if:

- You were enrolled at a Maine community college as a degree or certificate seeking student.
- You are currently enrolled in an undergraduate degree program at a University of Maine System school.
- You have achieved a 2.0 GPA at your community college, not including grades/credits you will potentially transfer back to the community college from the university.
- You completed the minimum residency requirement for the credential you are pursuing at the community college prior to transferring.
- You have a minimum grade of C or better in university courses you intend to transfer.
- You have met the appropriate program requirements for an Associate degree or Certificate.

**NOTE:** *If you attended colleges in addition to your current University of Maine System school and have credits that may also be applicable toward your Associate degree or Certificate, please have those transcripts sent to the contact person at the community college.*

## AM I GUARANTEED AN ASSOCIATE DEGREE OR CERTIFICATE?

The sending of the university transcript to the community college does not guarantee the granting of an Associate degree or Certificate. The courses you take at the university (or any other college) will be evaluated by the community college. The granting of the degree or certificate remains at the discretion of and is subject to the residency requirements of the community college, which will be the credential granting institution.

## CAN I PARTICIPATE IN MY COMMUNITY COLLEGE'S COMMENCEMENT CEREMONY AFTER EARNING AN ASSOCIATE DEGREE?

If you have not yet participated in a commencement ceremony, then yes, you do have the ability to participate upon completion of your Associate degree. The contact person from the community college will contact you regarding your final steps about attending commencement and receiving your diploma.

## TO APPLY FOR A REVERSE TRANSFER:

Complete a Reverse Transfer Participation and Transcript Request Form. This form may be completed online, signed electronically, and emailed to the university contact person indicated on the bottom of the form.

## HOW CAN I GET A DEGREE AUDIT?

You can contact the community college contact below to inquire about your degree audit and progress toward your degree or certificate.

## COMMUNITY COLLEGE CONTACT INFORMATION

### Central Maine Community College

Phone (207) 755-5292

[registrar@cmcc.edu](mailto:registrar@cmcc.edu)

### Eastern Maine Community College

Phone (207) 974-4621

[registrar@emcc.edu](mailto:registrar@emcc.edu)

### Kennebec Valley Community College

(207) 453-5822

[registrar@kvcc.me.edu](mailto:registrar@kvcc.me.edu)

### Northern Maine Community College

Phone (207) 768-2787

[registrar@nmcc.edu](mailto:registrar@nmcc.edu)

### Southern Maine Community College

Suzanne Turner

Phone (207) 741-5606

[sturner@smccme.edu](mailto:sturner@smccme.edu)

### Washington County Community College

Anne Donahue

Phone (207) 454-1034

[adonahue@wccc.me.edu](mailto:adonahue@wccc.me.edu)

### York County Community College

Jessica Masi

Phone (207) 216-4401

[enrollmentservices@yccc.edu](mailto:enrollmentservices@yccc.edu)

## MCCS & UMS REVERSE TRANSFER PARTICIPATION AND TRANSCRIPT REQUEST FORM

(for consideration of being awarded an Associate degree or Certificate)

Please complete, sign and then mail, fax, email, or deliver in person to the address on the bottom of this form.

### STUDENT INFORMATION

UMS STUDENT ID \_\_\_\_\_ LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

STREET ADDRESS/P.O. BOX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

UMS EMAIL \_\_\_\_\_@maine.edu OTHER EMAIL \_\_\_\_\_

PREVIOUS NAMES \_\_\_\_\_ LAST TERM COMPLETED AT COMMUNITY COLLEGE \_\_\_\_\_

### PARTICIPATION AND TRANSCRIPT REQUEST HANDLING INSTRUCTIONS

Please review the Frequently Asked Questions (FAQs) before completing this request. If you qualify, requests completed using this form will be sent automatically to the attention of the appropriate community college Reverse Transfer Contact (see Contact Information sections of this form and FAQs).

Please indicate the Community College you attended and Associate degree or Certificate for which you are applying:

Community College \_\_\_\_\_ Associate degree or Certificate in \_\_\_\_\_

Approximately how many credits do you have left to complete your credential?

Please indicate your preference by checking the appropriate option:

- The necessary credits for an Associate degree or Certificate have been completed. Please send my transcript immediately. (Please refer to the FAQs for Reverse Transfer)
- Please notify me of remaining requirements to earn an Associate degree or Certificate. I will request a transcript when the necessary credits have been successfully completed. (Please refer to the FAQs for Reverse Transfer)

#### 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 requested in order to release your educational records to facilitate the reverse transfer credit agreement.



## AUTHORIZATION

I authorize the release and sharing of my academic records and student information between the **University of Maine System** and the **Maine Community College System** for the purpose of credit evaluation to determine the awarding of an Associate degree or Certificate. This information will be released without prior notice, and the authorization will remain in effect for three years from the date below unless revoked in writing. I understand that I have the right to rescind this authorization at any time by notifying the contact person at the 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 and information being shared and communication about my records between university and the community college for the purpose of credit evaluation to determine the awarding of an Associate degree or Certificate.
- I have read all of the information on this application and the FAQ's and I accept that it is my responsibility to complete all of the required courses for the credential for which I am applying.
- If applicable, an appropriate Associate degree will be awarded by the community college 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 or Certificate, my signature below gives permission to the community college to award the credential once all requirements are completed and notify me of the results without further intervention on my part.

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

NOTE: 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.

*Sign completed request and then mail, fax, email, or deliver in person to the appropriate contact person below:*

### **University of Maine**

*Kathleen M. Ouellette  
University of Maine  
Wingate Hall  
Orono, Maine 04469  
Phone (207) 581-1319  
Fax (207) 581-1314  
Kathy\_M\_Ouellette@umit.maine.edu*

### **University of Maine at Farmington**

*Joseph McShane  
University of Maine at Farmington  
224 Main Street  
Farmington, ME 04938  
Phone (207) 778-7735  
Fax (207) 778-8182  
joseph.mcshane@maine.edu*

### **University of Maine at Presque Isle**

*Alex Myhre  
181 Main Street  
Presque Isle, ME 04769  
Phone (207) 768-9581  
Fax (207) 768.9777  
alexander.myhre@maine.edu*

### **University of Maine at Augusta**

*Katherine Trask  
46 University Drive  
Augusta, ME 04330  
Phone (207) 621-3333  
Fax (207) 621-3061  
www.uma.edu*

### **University of Maine at Fort Kent**

*Alex Myhre  
23 University Drive  
Fort Kent, ME 04743  
Phone (207)834-8646  
Fax (207) 834-7609  
alexander.myhre@maine.edu*

### **University of Southern Maine**

*Christopher Fox  
PO Box 9300  
Portland, ME 04104  
Phone (207) 780-5670  
Fax (207) 780-5680  
transferusm@maine.edu*

### **University of Maine at Machias**

*Christy Alley  
116 O'Brien Ave  
Machias, ME 04654-1397  
Phone (207) 255-1268  
Fax (207) 255-1474  
christy.alley@maine.ed*