

# 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 or download the Reverse Transfer Request Form below and submit it to EMU by one of the following methods: (no fee will be charged)

- 1) Send by email from your EMU email account to [registrar@emich.edu](mailto:registrar@emich.edu)
- 2) 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 Welcome Center at [info@wccnet.edu](mailto:info@wccnet.edu) or 734.973.3546, or EMU's Office of Community College Relations at 734.487.6577 or [ccr\\_office@emich.edu](mailto:ccr_office@emich.edu)



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



Print or download this form and then mail, fax, deliver in person, or email from your EMU email account to registrar@emich.edu

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:

ATTN: Reverse Transfer Evaluation, Student Records Office, Washtenaw Community College, 4800 E. Huron River Dr., Ann Arbor, MI 48105-4800. 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

Today's Date

OFFICE USE ONLY - REVERSE TRANSFER AGREEMENT:

DATE SUBMITTED

COPY TO WCC

TIME SUBMITTED

CHECKED FOR HOLDS

R&R STAFF INITIALS