



Reverse Transfer Application - Transcript Request Form

Reverse Transfer Policy: Matriculated students who complete a minimum of 45 credits at Brookdale Community College and then transfer to another accredited college or university are eligible to have the credits earned at that institution apply towards the completion of a Brookdale Associate Degree. Students must have completed at least half of their credits from their program (major); as well as, at least half of their total degree credits at Brookdale. This is called a Reverse Transfer of credits. A student can reverse transfer up to 15 credits from another accredited institution toward a Brookdale degree. The proposed credits will be reviewed, evaluated, and may be applied toward a degree program effective in the College Catalog when the student was last enrolled. The Reverse Transfer Application must be submitted within four years since the student's last completed term at Brookdale. In exceptional circumstances, an appeal may be made to the Vice President of Learning. Additionally, the student must follow the College Regulation 6.1003R, governing "Transfer Credit."

The reverse credit transfer may be arranged by the student requesting that the official college transcript be sent to Brookdale. The reverse credit transfer may also be arranged by Brookdale through formal agreements with select colleges and universities.

STEPS

- 1) Complete this form and forward it to your college or university's Registrar's Office to request your official transcript(s) be sent to Brookdale's Recruitment Services Office – attach this form.
2) Once we receive your transcript, Brookdale will evaluate your courses to see if you are eligible to earn an Associate's degree in a program effective in the College Catalog when you were last enrolled.
3) You will be notified of the evaluation outcome via email to your home school email address.
4) If you are eligible to receive your Associates degree you will be notified to complete an online graduation application.
5) Once your graduation application is received and complete you will be flagged for BCC's next eligible graduation
6) Click Graduation Information for more information or visit our website at www.brookdalecc.edu

Name Brookdale ID

Address

City State Zip

Email Address (current college email address)

Last Term at Brookdale

Signature Date

Please send Official Transcript electronically to transcriptevaluationst@brookdalecc.edu or hardcopy to: Brookdale Community College Office of Recruitment Services RE: Reverse Transfer 765 Newman Springs Rd / Lincroft, NJ 07735

Brookdale Office Use Only

Date Received Credits Evaluated "BEVL" Meets Associate Degree requirements

Program Credits Entered in System RT coded in system Email sent to student