



Reverse Transfer Application Transcript Request Form

Reverse Transfer Policy: Matriculated students who complete a minimum of 45 credits at Brookdale Community College (BCC) and then transfer to a another accredited college or university are eligible to have the credits earned at that institution apply towards the completion of a BCC 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 BCC. This is called a Reverse Transfer of credits. A student can reverse transfer up to 15 credits from another accredited institution toward a BCC 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 BCC. 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 BCC. The reverse credit transfer may also be arranged by BCC 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 BCC’s Admissions Office – attach this form.
- 2) Once we receive your transcript, BCC 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 web page www.brookdalecc.edu.

Name _____ BCC ID _____

Address _____

City _____ State _____ Zip _____

Email Address (current college email address) _____

Last Term at BCC _____

Signature _____ Date _____

Please send Official Transcript electronically to transcriptevaluations@brookdalecc.edu or hardcopy to:

Brookdale Community College
Admissions Office RE: Reverse Transfer
765 Newman Springs Rd
Lincroft, NJ 07738

BCC Office Use Only

Date Received _____ Credits Evaluated _____ Meets Associate Degree requirements _____

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