

MCCS & UMS REVERSE CREDIT TRANSFER PARTNERSHIP

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

Frequently Asked Questions

WHAT IS REVERSE CREDIT TRANSFER?

Reverse Credit Transfer allows students who transferred from a Maine community college to a University of Maine System institution before earning an associate degree or certificate to apply university credits back to their community college credential. University credits are used to satisfy remaining community college requirements.

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

Earning an associate degree or certificate while pursuing your bachelor's degree:

- Adds a valuable credential to your résumé
- Improves employment opportunities while completing your bachelor's degree
- Recognizes your educational milestones
- Increases the likelihood of bachelor's degree completion
- Allows credits applied to the associate degree to continue counting toward your bachelor's degree, where applicable

ELIGIBILITY

You may be eligible if you:

- Previously attended a Maine community college as a degree or certificate-seeking student
- Are currently enrolled in a University of Maine System undergraduate program
- Earned at least a 2.0 GPA at the community college
- Met the community college's minimum credit requirement before transferring
- Earned grades of C or better in courses being transferred back
- Meet all requirements of the associate degree or certificate program

Important: *Submission of university transcripts does not guarantee the award of a degree or certificate. Final determination is made by the community college.*

TO APPLY FOR A REVERSE CREDIT TRANSFER:

Complete a Reverse Credit 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. There is no transcript fee for this process.



MCCS & UMS REVERSE CREDIT 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 back 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 _____ 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 Credit 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 _____

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 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 credential will be awarded by the community college based on my records, degree requirements, and credits toward degree. The awarded credential may not be the degree I was pursuing while a student at the community college. Additional requirements may be necessary to walk in my community college's graduation ceremony.
- 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 at Augusta

Phone (207) 621-3291
bvigue@maine.edu

University of Maine at Fort Kent

Phone (207) 834-7823
umfktransfer@maine.edu

University of Southern Maine

Phone (207) 780-5340
transferaffairsUSM@maine.edu

University of Maine at Farmington

Phone (207) 778-7238
transcript48@maine.edu

University of Maine at Presque Isle

Phone (207) 768-9549
umpi-transfercredit@maine.edu

**University of Maine and
University of Maine at Machias**

Phone (207) 581-1319
um.transfer@maine.edu