



Reverse Transfer Agreement Transcript Request Form

Reverse Transfer Policy: Matriculated students who complete a minimum of 30 credits at CCM and transfer to a another accredited college or university are eligible to have future credits earned at the institution to which they transfer apply towards the completion of their declared CCM associate degree. Students must have completed at least half of their credits from their major at CCM. The reverse credit transfer may be arranged by the student requesting that the transcript be sent for the first two consecutive terms of enrollment at the college/university to CCM. The reverse credit transfer may also be arranged by CCM through formal agreements with select colleges and universities. Students may have seven years from the date of their transfer to take advantage of this policy.

Steps:

- 1) Complete this form and bring it to your home school’s Registrar’s Office to request your home school transcript be sent to CCM’s Records and Registration Office – attach this form
- 2) Once we receive your transcript, CCM will evaluate your courses to see if you are eligible to earn an Associate’s degree (your declared major at the time you left CCM)
- 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 a graduation application will be scanned to your home school email address
- 5) Once your graduation fee is paid you will be flagged for CCM’s next eligible conferral date
- 6) Click [Graduation Information](#) for more information or visit our web page at www.ccm.edu

Name _____ CCM ID _____

Address _____

City _____ State _____ Zip _____

Email Address (current college email address) _____

Last Term at CCM _____

Signature _____ Date _____

Please send Transcript to: Ann Fhi, Records Analyst
 County College of Morris, Records and Registration Office
 RE: Reverse Transfer
 214 Center Grove Road
 Randolph, NJ 07869

CCM Office Use Only

Date Received _____ Credits Evaluated _____ Meets Associate Degree requirements _____
 Program _____ Credits Entered in System _____ RT coded in system _____ Email sent to student _____