



Office of the Registrar  
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[Reverse.Transfer@nau.edu](mailto:Reverse.Transfer@nau.edu)

### Reverse Transfer Program: Opt-In/Opt-Out

This form allows you, the student, to opt in or opt out of the Reverse Transfer program at Northern Arizona University.

Reverse transfer refers to a situation in which students have transferred to Northern Arizona University from a two-year institution without earning an associate’s degree. Credits earned from enrollment at Northern Arizona University are transferred back to the two-year institution for evaluation and, if applicable, will be used for an associate degree conferral prior to the student earning a four-year degree.

We respect your privacy and require your opt-in or opt-out decision in writing by completing the form below.

- By opting in, you agree to let Northern Arizona University share your academic records with other previously attended academic institutions for the purposes of credit evaluation to determine your eligibility to receive an associate’s degree or other credential awarded by the previously attended institution.
- By opting out, your FERPA-protected academic records will not be shared with other academic institutions you attended for the purposes of credit evaluation.

Please indicate your selection by initialing one of the options below and filling in your name, student ID number, and the current date. Once the form is completed, please return this form to the Office of the Registrar at Northern Arizona University. Your request will be processed within 7 business days of receipt.

<b>Opt In</b>	I authorize the release of my academic records from NAU to a previously attended community college for the purposes of credit evaluation to determine my eligibility to receive an associate’s degree or other credential awarded by the community college.
_____	
- Initial here -	

<b>Opt Out</b>	I do not authorize the release of my academic records from NAU to a previously attended community college for the purposes of credit evaluation to determine my eligibility to receive an associate’s degree or other credential awarded by the community college.
_____	
- Initial here -	

I understand that I have the right to update my options at any time at <http://nau.edu/Registrar/Student-Resources/Reverse-Transfer>.

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_