



Student Academic Services

## Reverse Transfer DTA Agreement

**Earn your (almost finished) DTA-eligible Associate's Degree even after transferring to SPU!** Even if you did not complete your degree while at Community or Technical College (CTC), you still may be eligible to earn your DTA-eligible Associate's on the way to receiving your Bachelor's Degree here at SPU.

**Why should you consider completing your DTA-eligible Associate's?** Earning your Associate's Degree helps recognize the great work you've already done and can benefit you in the job market while completing your degree at SPU. A DTA-eligible Associate's Degree could also dramatically decrease the number of general education requirements you would need to complete through SPU, including University Core, Ways of Knowing, and Foreign Language Competency Requirements.

**Which Associate's Degrees are DTA-eligible?** Direct Transfer Agreement or DTA refers to specific Associate's Degrees which exempt you from a number of general education requirements. The full list of eligible degrees can be found in the Catalog (UG Catalog Home > Admissions > Transfer Students > Acceptance of Two-Year Degrees).

**Do you qualify?** Work with your Undergraduate Academic Counselor to determine whether you might be eligible. In short, you must be a transfer student admitted to SPU Summer Quarter 2016 or later who has no more than 15 credits remaining to complete your Associate's Degree when you start classes at SPU. The full list of requirements can be found below.

*To be eligible for the Reverse Transfer Agreement, all of the following conditions must be met:*

1. Declare your interest in pursuing the Reverse Transfer process by submitting this form to Student Academic Services
2. Be a transfer student as defined by the SPU Office of Admission (meaning you have completed college-level coursework after having received your high school diploma and before admission to SPU)
3. Be admitted to SPU Summer Quarter 2016 or later
4. Be within 15 credits of completing a DTA-eligible Associate's Degree at a Washington State Community or Technical College, as confirmed by an official at that college
5. Have no more than 15 credits remaining to complete the DTA as confirmed by an official at the Community or Technical College
6. Complete all remaining coursework for your DTA-eligible Associate's Degree through SPU
7. Engage in no concurrent enrollment during the regular academic year (fall-spring) as outlined in the University Catalog (UG Catalog > Academic Policies and Procedures > Enrollment at Other Institutions)
8. Be able to complete remaining DTA requirements within four quarters of first matriculation to SPU
9. As the student, be willing to serve as liaison between SPU and the community or technical college for the purpose of obtaining academic records (e.g. remaining DTA requirements, academic transcripts, etc.)

**For more information on the steps required for this process, please see the reverse side of this form.** If you are interested, please contact your Undergraduate Academic Counselor ([spu.edu/uac](http://spu.edu/uac)).

### STUDENT INFORMATION

Name: \_\_\_\_\_ SPU ID #: \_\_\_\_\_

Qtr/Yr of Admission to SPU: \_\_\_\_\_ CTC Awarding DTA: \_\_\_\_\_

#### OFFICE USE ONLY

- Y  N - TT
- Y  N - Admit 201670 or later
- Y  N - Pursuing WA State DTA
- Y  N - No more than 15 CR to complete DTA
- Y  N - All coursework completed through SPU
- Y  N - No concurrent enrollment FA/WI/SP
- Y  N - Courses within 4 qtrs. of matriculation
- Y  N - Up-to-date HS/college transcripts

#### OFFICE USE ONLY - DATE RECEIVED STAMP

## **Reverse Transfer DTA Process:**



### **STEP ONE: Ensure SPU has up-to-date-records**

In order to determine if you are eligible for the Reverse Transfer DTA Agreement, we first need your most up-to-date academic records, including both your high school and college transcripts. You are required to provide any and all college-level transcripts. Having the complete picture will help us get started!

### **STEP TWO: Verify your degree status with your Community or Technical College**

In this step, contact your Community or Technical College (CTC) to determine what you have left to complete to earn your Associate's Degree and which classes at SPU can help you complete those requirements. Once you've done this, you'll need to have an official at the CTC provide an official letter or email which confirms your remaining requirements and notes which SPU courses may complete them. Be mindful that your ability to receive the benefits of the DTA Agreement through SPU are dependent on receiving the appropriate Associate's Degree through your CTC. The awarding of an Associate's Degree is completely up to your CTC. You must meet all requirements as outlined by your 2-year school.

### **STEP THREE: Submit this form and letter**

Once you've carefully read through and signed this form, submit it along with the letter from an official at your CTC (from STEP TWO above) to your Undergraduate Academic Counselor.

### **STEP FOUR: Receive approval from SPU**

After receiving this completed form and the letter from an official at your CTC, your Undergraduate Academic Counselor will confirm whether you are eligible for the Reverse Transfer DTA Agreement based on the criteria listed on the front page of this document. Your counselor may also seek clarification or ask for additional information at this step.

### **STEP FIVE: Complete remaining coursework for the Associate's Degree**

With the first four steps complete and all approvals in place, now it's time to complete your coursework! Remember, you'll need to complete all courses through SPU, within 4 quarters of matriculation to SPU, and you need to be sure to follow SPU's concurrent enrollment policies.

### **STEP SIX: Submit an SPU Transcript to Community or Technical College**

Once you've completed all the courses necessary to receive your Associate's Degree, you'll need to request an SPU transcript be sent from SPU to your CTC. Your CTC will need this in order to review and post your DTA-eligible Associate's Degree.

### **STEP SEVEN: Submit the Community or Technical College Transcript to SPU**

Now reverse the process. Once your SPU courses have been transferred to your CTC and your DTA-eligible Associate's Degree has been officially awarded, request a final, official transcript to be sent from your CTC to SPU. Upon receipt of this transcript, your Undergraduate Academic Counselor will review and update your SPU academic records.

#### **Please check to acknowledge and then sign below:**

- I understand that to receive the benefits of the Reverse Transfer DTA, I must meet all conditions listed on the front of this form.
- I understand it is my responsibility to shepherd the process by providing timely official transcripts and other required documentation from the Community or Technical College.
- Since my academic records cannot show the benefits of the DTA until I've completed the required courses through SPU and officially received my Associate's Degree, I understand that I must identify to any faculty advisor that I am pursuing this process.
- Conferral of the DTA-eligible Associate's degree is up to the policies and practices of the Community or Technical College.

**REQUIRED SIGNATURE:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_