



Reciprocity Agreement Request

Instructions to Student: PRINT legibly the information requested below. Write a brief description of what you would like SCC to accept from your previous college. SIGN and date this form and submit to the Registrar's Office at your previous college, who will mail it back to us. (The Reciprocity Agreement Instructions are on the reverse side, see online version by scrolling up)

Degree: Direct Transfer (DTA) Associate in Science-Transfer (major: _____) Other _____

Student Name (please print) _____ SID# _____

Student Email Address _____ Phone # _____

Name of previous college _____ SID# _____

Name of Student at previous college _____

Brief description of what you would like SCC to accept from your previous college:

I authorize _____ (previous college name) to complete this form and mail it to Shoreline Community College

Student Signature _____ Date _____

Instructions to Sending College: complete the appropriate sections below, sign, and send to SCC.

Reciprocity of Individual Courses: List the specific course(s) and the distribution area(s) met,
(Example, SPCMU 101 or CMST& 101 Humanities; MATH 124 or MATH& 151/ Math/Science)

Reciprocity of Distribution Areas/Specific Requirements:

- Has met the sending institution's residency requirement of _____ credits.
- Has maintained a cumulative college-level GPA of 2.0 or better at the sending institution.
- Has met the **entire** Communication Skills, Quantitative Skills or Distribution Requirement of the degree, according to the sending institution's degree criteria.

Distribution Requirement/Courses: (Example: 15 credits Social Science, 2 disciplines PSYCH 100 or PSYC& 100, PSYCH 204 or PSYC& 200, SOC 110 or SOC & 101)

I certify that this student has met the Reciprocity Agreement requirement(s) checked above.

Signature _____ Signatory's Name (Please print)/ Title _____ Date _____

Mail directly to: (for window envelop use) _____ (college seal, if desired)

Shoreline Community College
Recruitment & Enrollment Services
16101 Greenwood Ave N.,
Shoreline, WA 98133



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Reciprocity Agreement Instructions

What is Reciprocity?

Reciprocity is a policy among Washington State community and technical colleges (CTCs). It is designed to assist students in transferring courses that have met Communication Skills, Quantitative Skills, or Distribution requirements from one CTC to another.

Definitions: The “receiving” college is the one from which you are planning to earn your degree from (Shoreline Community College), and the “sending” college is the one where you earned credits that should be considered for reciprocity (previous college).

Who is eligible for Reciprocity?

Students who transfer from another CTC to Shoreline Community College, hereafter referred to as SCC, may be eligible for *reciprocity* if they have:

- Applied for Admission at SCC
- Completed an individual course at a previous college that met the Communications, Quantitative, or Distribution Area requirement for the same degree at the previous college; OR, completed entire areas of their degree requirements at a previous college (Communication, Quantitative, Humanities, Social Science, or Math/Science)
- Maintained a cumulative college-level GPA of 2.0 or better at the previous college
- Met the previous college’s residency requirement (minimum **number of credits** earned)
- Continued to pursue the same transfer degree (DTA or AS-T) at SCC
- Provided all necessary documentation to SCC
- Met SCC **local provisos** of unique, local prerequisite and graduation requirements. These requirements include learning communities/coordinated studies requirements, writing-intensive course requirements, multicultural studies requirements, diversity requirements, and physical education/ health requirements, a minimum of 25 credits completed at SCC, and SCC’s continuous enrollment policy (catalog agreement).

If all of the above requirements have been confirmed, then SCC agrees to consider course received under the reciprocity agreement to meet specified distribution area requirements upon evaluating the student’s transcripts and awarding the student’s degree.

What steps do students need to follow to have their credits transferred under the reciprocity agreement?

1. Have an official copy of your transcript from the previous college sent to SCC.
2. Submit the “Reciprocity Agreement Request” form on the reverse side, see online by scrolling down, to the Registrar’s Office at the previous college.