

Reciprocity Agreement

Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degree or the Associate in Science – Transfer (AS-T) degree. Students who completed an individual course that met distribution degree requirements or fulfilled entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements. Students must initiate the review process and be prepared to provide necessary documentation. This should only occur after an initial credit evaluation has been completed **and if** there remains some question as to the applicability of transfer courses. For complete information, students should contact Enrollment Services or consult our website (www.everettcc.edu/transfercrredit).

Who is eligible for Reciprocity?

Students who transfer from one CTC to another may be eligible for **reciprocity** if they have:

- Applied for Admission to EvCC's or are currently/previiously registered.
- Completed an individual course at the sending college that meets the Communication, Quantitative, or Distribution Area requirement for the DTA or AS-T degree; OR, completed entire areas of these degree requirements at the sending college (Communication, Humanities, etc.)
- Maintained a cumulative college-level GPA of 2.0 or better at the sending college.
- Met the sending college's residency requirement (minimum number of credits earned) for a degree.
- The intent to pursue the same degree (DTA or AS-T) at Everett Community College.
- Provided all necessary documentation to Everett Community College.
- Met EvCC's local provisos of unique, local prerequisite and graduation requirements, specifically, the Diversity requirement, completion of at least 30 EvCC credits, and compliance with degree requirements under EvCC's continuous enrollment policy.

Upon further evaluation of the student's official transcript, if all of the above requirements have been met under the Reciprocity Agreement, EvCC agrees to consider that the course(s) received meet specifically noted distribution requirements when awarding the student's degree.

Definitions:

Receiving college refers to the college from which you are planning to earn your degree and the **sending college** is the one from which you earned credits that could be considered for reciprocity.

Residency credit refers to the minimum **number of credits** that a student must complete at the **sending** institution.

Continuous enrollment refers to the catalog edition that may be used to meet graduation requirements of the **receiving** school. Some colleges call this a catalog agreement.

Reciprocity shall be based upon the **sending** institution's current catalog; however, graduation requirements of the **receiving** college must also be met.

Transcript Notation:

Everett Community College will use the following minimum transcript notation of requirements met by reciprocity. Following the college name from which credits were transferred, the notation in parenthesis (**RA**) will be used to indicate that the Reciprocity Agreement was invoked for some or all of the credits. The date indicates the date the transcript was received.

For example: TACOMA COM COL (**RA**) [06/07/07]



Reciprocity Agreement Request Form

This form is to be completed only after an initial credit evaluation has occurred and if there remains some question as to the applicability of transfer courses.

Student, please complete this form in full, including the tables on page 2.

You must send this form to each of the colleges from which you want specific credits to be counted.

Student Name: _____ SID at EvCC : _____
(print name)

Signature: _____ Telephone: _____

I am pursuing the following degree at EvCC: Direct Transfer DTA _____ Associate of Science _____

Student I.D. # at sending college _____

Sending College Name _____

Complete the lightly shaded, left-side portion of the table on page 2 that applies to your situation:

Table 1 for individual classes

OR

Table 2 for an entire distribution area (the 3 general education categories: Humanities, Social Sciences and Natural Sciences)

Sending College: Complete the following sections and return this form to:

Everett Community College
Enrollment Services
2000 Tower Street
Everett WA 98201-1390

For questions, contact:

Sydney Tran, 425-388-9221 stran@everettcc.edu OR Zayna Cline, 425-388-9008 zcline@everettcc.edu

Has this student met the residency requirements at your college: YES ___ NO ___

Has this student maintained a cumulative college-level grade-point average (GPA) of 2.0 or better at your institution?

YES ___ NO ___ *If no, skip table 1 and 2, sign and return to EvCC.

Table 1: Courses to be considered individually for Reciprocity. (See Table 2 for completion of entire distribution requirement)

Sending College: Indicate the category to which the individual course(s) currently apply at your college, such as (C) Communications, (Q) Quantitative, (H) Humanities, (S) Social Sciences, (NS-L) Natural Science-Lab or (NS) Non-lab.

Course number and title:	Qtr / Year	Category: C, Q, H, S, NS-L, or NS

Table 2: Courses to be considered together as having met an entire distribution requirement.

Courses that together would satisfy an entire distribution requirement:	Qtr / Year	Distribution area(s) satisfied in entirety
1.		
2.		
3.		
1.		
2.		
3.		
1.		
2.		
3.		

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

Please print your name/ title: _____

Phone Number: _____ Date: _____

Sending Institution Authorized Signature _____