

OFFICE USE ONLY:

DATE RECEIVED: _____ INITIALS: _____

TERM: _____ PROG: _____

STATUS: _____ GPA: _____

PYMT: _____ NOTES: _____

**OLYMPIC COLLEGE**

Registration & Records | Enrollment Services

1600 Chester Ave | Bremerton, WA 98337

evaluators@olympic.edu

REVERSE TRANSFER DEGREE APPLICATION**STUDENT INFORMATION:**_____
Print or Type Your Name

Your printed diploma will have your Primary Name as listed in ctcLink. If you would like a different name on your diploma, please follow the instructions listed in our Graduation webpage: <https://www.olympic.edu/student-life-support/enrollment-services/graduation>

ctcLink ID Number: _____ Email Address: _____
Preferred email address to receive correspondence regarding graduation application.

IMPORTANT INFORMATION:

- ✓ Meet with a Student Success Coach or Faculty Advisor prior to submitting this form
<https://www.olympic.edu/student-life-support/enrollment-services/advising/make-advising-appointment>
- ✓ Check current graduation application deadline: <https://www.olympic.edu/student-life-support/enrollment-services/important-dates-deadlines>
- ✓ Update mailing address and contact information, if necessary, by visiting your Student Homepage in ctcLink. Diplomas will be mailed to the address on file.
- ✓ Application fee are non-refundable: \$30 for first degree
\$10 each additional in the same term OR \$30 if not in the same term.
- ✓ Check our Graduation Webpage for more information. <https://www.olympic.edu/student-life-support/enrollment-services/graduation>.

DEGREE CHOICE, CATALOG YEAR AND TERM COMPLETION:

Catalog Year: _____ Students may graduate under the current catalog or any of the past seven years' catalogs, if they were enrolled during the time the catalog was in effect. See policy here: <https://catalog.olympic.edu/content.php?catoid=7&navoid=218>.

Graduation Term Completion: Check catalog for current deadlines: <https://www.olympic.edu/student-life-support/enrollment-services/important-dates-deadlines>
Summer Fall Winter Spring

Reverse Transfer Degree Checklist:

Degree Program Name: _____ Official transcript(s) should be sent to Olympic College directly from issuing school to:

via mail to Olympic College, Registration & Records, 1600 Chester Ave, Bremerton, WA 98337 or
via electronic version to Evaluators@olympic.edu.

List courses to be applied to your degree from your non-OC transcript:

Residency requirements. Minimum of 20 OC credits maybe applicable to the degree.

Diversity & Social Justice Requirements beginning 2021-2022 catalog year for DTA programs and AS Track.

ACKNOWLEDGEMENT AND SIGNATURES:

I understand that I am responsible for ensuring that I have met all of the requirements for the degree indicated above.

Date: _____ Student Signature: _____

Program Advisor Signature is required for all degrees except for the Direct Transfer Agreement degrees.

Date: _____ Program Advisor Signature: _____

HIGH SCHOOL DIPLOMA (OPTIONAL):

*Effective July 28, 2019

A community or technical college may issue a high school diploma or certificate as provided under RCW

28B.50.535[2019 c 269 § 1; 2017 c 93 § 1; 2009 c 524 § 2; 2007 c 355 § 2; 1991 c 238 § 58; 1969 ex.s. c 261 § 30.]

An individual sixteen years or older or enrolled through the option established under RCW 28A.600.310 through 28A.600.400, who satisfactorily completes an associate degree through a community or technical college, including an associate of arts degree, associate of science degree, associate of technology degree, or associate in applied science degree, shall be awarded a diploma from the college upon written request from the student.

If you wish to receive your high school diploma, please check the box below. An additional \$10 fee is required.

(You may not use this option if you have already obtained a high school diploma, or if you intend to receive one from your high school, this option is available if you already have a GED.)

I have completed an associate degree from Olympic College and would like to receive a high school diploma.