

**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.