Instructions to Student: Indicate your (1) name and SID # at the college you plan to earn your degree (receiving college), and (2) the previous college and your SID # at the (sending) college. Submit this form to the Registrar’s Office at either the sending or receiving college.

Student Name__________________________________________ SID# __________________________________

Previous (Sending) College:  ______________________________ SID # (sending college) ____________________

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

☐ Reciprocity of Individual Courses:

List the specific course(s) and the distribution area(s) it meets:
Example: HUMAN 108/Humanities; MATH 281/Natural Science.

☐ Reciprocity of Distribution Areas/Specific Requirements:

☐ Has met the sending institution’s residency number of credit requirement.
Residency credit requirement:____________________________________________________________

☐ Has met the entire Communication Skills, Quantitative Skills or Distribution Requirement of the degree, according to the sending institution’s degree criteria*

Degree:  (Associate in Arts-DTA or Associate inScience – Transfer AS-T)

Distribution Requirement/Courses: (Example: 15 credits Social Science, 2 different disciplines: PSYCH 110, PSYCH 220, SOC 110)

☐ Has maintained a cumulative college-level grade-point average (GPA) of 2.0 or better at the sending institution.

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

____________________________________________________  ______________________________
Sending Institution (SCCC) Authorized Signature Date

Mail to:  (Receiving College mailing address & phone number)
The sending institution will mail the receiving institution the verification (similar to an official transcript).