

Western's Reverse Transfer Plan

Western Washington University (WWU) encourages transfer students to complete an academic associate degree before transferring to a 4-year institution. However, Western recognizes that many students wish to transfer prior to completing an associate degree and that a variety of circumstances may make it necessary or desirable to do so. To assist these students in their degree paths, Western and the State Board for Community and Technical Colleges (SBCTC) agree that students who transfer at least 60 quarter credits to Western, and who have earned at least 20 quarter credits from a single institution, should have the right to "Reverse Transfer" appropriate credits from Western back to their CTC to complete that institution's requirements for an associate degree. To these ends, Western and the SBCTC have agreed to the following plan, the procedures for which are spelled out below:

1. Each term following peak enrollment, typically two weeks after the start of the term, the Registrar's Office at WWU will identify all new transfer students who have enrolled without a DTA and who have transferred at least 60 credits to Western, at least 20 of which were earned at a single institution. The students identified may include freshmen, Running Start students, and CTC transfer students.
2. Academic Advising will e-mail to each of these students the attached letter, informing them of their right to complete their general education credits by reverse transfer and inviting them to schedule an advising appointment to review this and other options for completing their general education requirements. This right to reverse transfer is guaranteed by Western's longstanding policy, published in our catalog, as follows:

Reverse Transfer Option

An approved associate degree is generally earned prior to initial enrollment at Western (on or off campus) as a transfer student. If any student wishes to complete such a degree in order to have it satisfy the GUR while enrolled at Western, it must be earned by the time the student 1) has completed 45 credits at Western, or 2) one calendar year has passed from initial enrollment, whichever comes later. Exceptions to the 45 credit and/or one calendar year requirement may be requested from the Registrar's Office.

3. Students who wish to pursue a reverse transfer will be instructed to contact their CTC to document the specific courses required to fulfill their DTA associate degree and any paperwork or processes associated with that institution's reverse transfer procedures.

4. Once the student completes the Western coursework required of their CTC DTA, the student will request that the Registrar's Office send an official WWU transcript to that CTC.
5. Once the Associate Degree is posted to the student's CTC transcript, the student will request that an official transcript be sent to Western at the following address: Registrar's Office, Western Washington University, 516 High Street - MS 9008, Bellingham, WA 98225.
6. Eligible students must complete their reverse transfer degree by the time they have 1) completed 45 credits at Western, or 2) one calendar year from enrollment, whichever comes later. Exceptions to the 45 credits and/or one calendar year requirement may be requested from the Registrar's Office.