Guidelines for recognizing and verifying Associates Degree for Transfer, and application of SFSU Academic Senate policy #S15-255 for students matriculating in Fall 2014, Spring 2015, Fall 2015, Spring 2016

I. ADTs and verification

A. All coursework for AA-Ts and AS-Ts must be completed no later than the term previous to the first semester of matriculation at SF State. AA-Ts and AS-Ts must be awarded no later than the term previous to the first semester of matriculation at SF State (for a student entering in fall, ADT must be awarded/dated no later than the previous summer; for a student entering in spring, ADT must be awarded/dated no later than the previous fall).

B. Although students have submitted final transcripts by the deadline set by the university, AA-T and AS-T degrees may not have been posted on final transcripts by that deadline. To complete verification during the first semester, Admissions may need to contact students and request that final transcripts be re-delivered to SF State. Students seeking verification of their ADT must comply with this request as soon as possible and arrange for official, final transcripts displaying an earned AA-T or AS-T degree to be delivered to Admissions by the end of the first semester.

C. In rare cases, degrees awarded retroactively are acceptable. The following applies to such cases:
    i. All coursework must have been completed no later than the term previous to the first semester of matriculation at SF State;
    ii. The degree must be dated before the first semester at SF State;
    iii. Updated transcripts must be received and verified by the start of the 2nd semester at SF State.

D. SF State's goal is to complete verification of AA-T and AS-T degrees by the middle of a student's first semester of attendance.

II. Conditions applying to students with verified ADTs

A. The following applies to students with verified AA-T or AS-T degrees:
    i. Areas A-E of lower division General Education have been satisfied.

B. The following applies to students with verified AA-T or AS-T degrees who declare a similar[1] B.A. or B.S. major by the end of the 4th week of their first semester:

    i. Areas A-E of lower division General Education have been satisfied;
    ii. B.A. or B.S. degree completion within 60 units when student follows department-recommended pathways available at http://ueap.sfsu.edu/articulation/roadmaps ;
    iii. The SF State Studies (previously "Overlay") requirements (AERM, ES, GP, SJ) are waived;
    iv. B.A. students will be held to the Complementary Studies requirement as defined by the major department. ADT students will work with a major advisor to determine how transfer units and/or SF State units can best be applied to this requirement in order to ensure degree completion within 60 units.

C. Items B.ii and B.iii above will not apply to students who change majors from a similar to a non-similar major. Further, degree completion within 60 units is not guaranteed for students who choose to pursue a second major, minor, certificate, or credential simultaneously.

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[1] SF State majors that are formally approved as being 'similar' to specific AA-Ts and AS-Ts are displayed at http://ueap.sfsu.edu/articulation/roadmaps . In this context, 'similar' means that SF State faculty who teach courses in a related discipline have reviewed the relevant ADT program, and determined that a student who earns that ADT can complete the SF State degree in no more than 60 units.