Guidelines for recognizing and verifying Associate Degrees for Transfer (ADTs) and application of Baccalaureate Degree policy (S19-255)

I. ADTs and verification

A. All coursework for ADTs (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, the ADT must be awarded/dated no later than the previous summer; for a student entering in spring, the ADT must be awarded/dated no later than the previous fall.

B. In some cases, final transcripts submitted by the deadline set by the university do not display award of an ADT. In these cases, Undergraduate Admissions will contact students who self-reported earning an ADT when they applied, and request that final transcripts be re-delivered to SF State. Students seeking verification of their ADT need to comply with this request and arrange for official transcripts displaying an earned AA-T or AS-T degree to be delivered as soon as possible to Undergraduate Admissions.

C. In rare cases, degrees awarded retroactively are acceptable. In these cases, all of the following conditions must be met:
   i. All coursework was completed no later than the term previous to the first semester of matriculation at SF State;
   ii. The date the degree was awarded is before the first semester at SF State;
   iii. Updated transcripts are 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. Verified ADT status is displayed on the Degree Progress Report (DPR) in the header of the General Education section.

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 is guaranteed. Students should consult with a major advisor and refer to the department-recommended pathways available at http://ueap.sfsu.edu/articulation/roadmaps.
   iii. California Promise eligibility is established. Students must pledge participation. More information available here: https://ueap.sfsu.edu/california-promise-program
   iv. The SF State Studies (previously "Overlay") requirements (AERM, ES, GP, SJ) are waived.

III. Clarifications

A. The following actions will result in canceling the conditions described in the previous section (II.B.ii, II.B.iii, and II.B.iv):
   i. Changing majors from a similar to a non-similar major.
   ii. Declaring a second major, minor, certificate, or credential while simultaneously pursuing a Bachelor's degree.

B.   Students not admitted into a major similar to their verified ADT may change to a major that is similar to their verified ADT upon entry, but after the 4th week of the first semester the conditions described in II.B.ii, II.B.iii, and II.B.iv do not apply.

C.   Students whose situations are described in III.A and III.B should be encouraged to meet with an advisor in their college-based resource center to review their transfer coursework for the possibility of filing a GE petition for missing SF State Studies requirements.

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[1] 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. 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 .