STUDENT CHECKLIST FOR TRANSFER DUAL DEGREE AGREEMENT

DAWG TAG #             Student Name:  ____________________________________________
Transfer Institution:  ____________________________________________

The following checklist is designed for those students participating in a Transfer Dual Degree Agreement (TDDA) with Southern Illinois University. Upon transfer into SIU, the student and advisor will review the below checklist to ensure complete understanding of both parties regarding the specific processes relating to the TDDA.

Information:

- Financial aid eligibility expires after the student has attempted more than 180 credit hours. In some cases, TDDA students will need to take more than 180 credit hours to complete both degrees. If this is the case, the student understands their need to independently submit an appeal to the Financial Aid Office at SIU.
- University Core Curriculum requirements will be fulfilled upon receipt of the official transcript showing a posted Bachelor’s degree from the transfer institution.
- The student authorizes both SIU and the transfer institution to exchange official transcripts of the student’s academic record back and forth as necessary for degree posting.
- SIU will waive the transcript request fee for those transcripts being sent to the previous institution to complete the reverse transfer.
- If the student opts out of this agreement for any reason, the student is responsible for all transcript requests and payments.

Checklist:

☐ Advisor: Reviews transfer student for admission
☐ Requests Undergraduate Admissions add TDDA attribute using Notes in Workflow
☐ Student: Reviews and signs Checklist, opting into TDDA
☐ Student: Review Long Term Plan with Academic Advisor
☐ Student: Register for classes each semester
☐ Student: Apply for Graduation
☐ Advisor: Request Registrar’s Office to send transcript to transfer institution
☐ Registrar’s Office: Send transcript to transfer institution
☐ Transfer Institution: Posts Bachelor degree, sends official transcript to SIU
☐ Advisor: Graduation Clearance
☐ Registrar’s Office: Posts Bachelor of Science in Engineering degree

Student Signature: ___________________________ Date: _____________
Advisor Signature: ___________________________ Date: _____________