Higher education institutions propose changes to institutional program requirements and course offerings, in alignment with institutional mission.

**Do proposed changes to lower division courses impact a statewide transfer degree agreement (e.g. DTA/AS-T/MRP)?** Might changes in lower-division courses or program requirements negatively impact a CTC student’s eligibility to enter a baccalaureate institution or its programs of study, or hinder timely progress to degree completion?

**YES**

- Consult with JTC when changes are under consideration
- Consult with CTC Academic Officers when changes are under consideration

**Changes are formally adopted at the institution**

**NO**

- An institution makes a change at the school, college, department, or institutional levels
- Changes are published and communicated with students and the public

**Institutions provide written notification to JTC. Once written notification is received by JTC, a two-year grace period begins before change(s) are in effect for transfer students**

**At the end of the grace period, all transfer students are expected to meet the new requirements of receiving institutions**

**WSAC and SBCTC distribute notice of significant change to all Washington higher education institutions and groups involved in transfer**

**JTC determines if the change(s) made require an amendment to the DTA, AS-T or MRP and vetting with signatory institutions and the SBCTC**

*Applies to all subdivisions of a higher education institution (schools, colleges, departments, entire institutions)*

**Additional Resources:**
- Transfers [http://www.wsac.wa.gov/transfers](http://www.wsac.wa.gov/transfers)
- Current JTC Members [https://www.sbctc.edu/resources/documents/colleges-staff/programs-services/transfer/jtc-membership-roster-16-17.pdf](https://www.sbctc.edu/resources/documents/colleges-staff/programs-services/transfer/jtc-membership-roster-16-17.pdf)