Process for Changes to a Statewide Associate Degree

The following processes outline how to:

1. Revise or change a transfer degree.
2. Create transfer degree agreements.
3. Withdraw from a transfer degree agreement.

Transfer Degree refers to one of Washington’s statewide transfer associate degrees. These include the Direct Transfer Agreement (DTA) associate degree, the Associate in Science–Transfer (AS–T) degree, and Major Related Programs (MRPs) based on the DTA or AS–T.

Process 1: Revising or Making a Change to a Statewide Transfer Degree

Purpose: For revisions or changes to existing statewide transfer degrees

1. Initially communicate proposed revisions or changes to the Co–Chairs of the Joint Transfer Council. Anyone with a proposed change or revision to a statewide transfer agreement may engage with the JTC Co–Chairs. The Co–Chairs will consider if the proposed revisions/changes should go to the full JTC.

2. Discussion of Proposed Revision or Changes will take place at the next JTC meeting if advanced by the JTC Co–Chairs. The discussion should determine: (1) if the proposed changes/revisions should go forward for a broader discussion, (2) who needs to be informed of the potential changes, (3) How much time for discussion is needed, (4) Does the change align with other transfer policies and (5) When would the changes go into effect.

3. Broad Discussion Among Stakeholders. JTC will define a process and timeline for discussions within and among institutions, ICRC, and others including, but not limited to, faculty, staff, discipline specific groups, with interests related to the proposed revision or change. The process should include communication processes back to JTC, opportunities for broader discussions if needed, and communication of proposed recommendations to stakeholders.

4. JTC Recommendation. If the process results in support for a recommended change, JTC will recommend that the academic leadership of the state’s public and private, non–profit colleges and universities approve the proposed changes or revisions to the agreement by a set date.
5. **Two-Year Grace Period Begins:** When JTC finalizes their recommendations to revise or change an existing statewide transfer degree that affects transfer students, a two-year grace period is designated during which time students from Washington’s community and technical colleges will have the option of acting under the former policy. At the end of the grace period, the revisions and changes will be permanent. Colleges may choose to fully implement the changes prior to the end of the two-year grace period as long as transfer students are not negatively affected.

6. **Academic Leadership Approval.** Representatives for SBCTC, ICW and COP will work within their sectors to advance the recommendations for approval by institutional academic leaders. Approval will be communicated by each sector to JTC, ICRC and WSAC.

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7. **Washington Student Achievement Council (WSAC) maintains agreement:** WSAC will collect signatures of participating institutions and catalog the final agreement.
Process 2: Creating a new statewide transfer degree (MRP)

**Purpose:** To create a Major Related Program (MRP)

1. **Communicate Proposed Development of a New Degree** to the Co-Chairs of the Joint Transfer Council. Anyone with a proposed statewide transfer agreement may engage with the JTC Co-Chairs. The Co-Chairs will consider if the proposal should go to the full JTC.

2. **Discussion of Proposed New Degree** will take place at the next JTC meeting if advanced by the JTC Co-Chairs. The discussion should determine: (1) if the proposal should go forward for a broader discussion, (2) who needs to be informed of the new degree (3) How much time for discussion is needed, and (4) When would the changes go into effect.

3. **Broad Discussion Among Stakeholders.** JTC will define a process and timeline for discussions within and among institutions, ICRC, and others including, but not limited to, faculty, staff, discipline specific groups, with interests related to the proposed degree. The process should include communication processes back to JTC, opportunities for broader discussions if needed, and communication of proposed recommendations to stakeholders.

4. **JTC Recommendation.** If the process results in support for a new statewide transfer degree JTC will recommend that the academic leadership of the state’s public and private, non-profit colleges and universities approve the proposed new degree by a set date.

5. **Academic Leadership Approval.** Representatives for SBCTC, ICW and COP will work within their sectors to advance the recommendations for approval by institutional academic leaders. Approval will be communicated by each sector to JTC, ICRC and WSAC.

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6. **Washington Student Achievement Council (WSAC) maintains agreement:** WSAC will collect signatures of participating institutions and catalog the final agreement.
Process 3: Withdraw from a statewide transfer degree agreement

**Purpose:** For baccalaureate institutions that want to withdraw from accepting a transfer degree.

1. **Notify JTC:** A signatory institution that no longer wants to accept a transfer degree will notify JTC in writing that they are withdrawing from the agreement.

2. **Two-Year Grace Period Begins:** When JTC receives the notification, a two-year grace period begins before the institution’s withdrawal affects transfer students. At the end of the grace period, the withdrawing institution will no longer accept the transfer degree.