

**Memorandum of Understanding (MOU)
The Evergreen State College
and the
State Board for Community and Technical Colleges**

REVERSE ARTICULATION FOR ASSOCIATE DEGREE COMPLETION PILOT

Background

The Evergreen State College (TESC) and the State Board for Community and Technical Colleges (SBCTC) encourage students to complete an academic associate degree before transferring to TESC, since that sequence provides the greatest likelihood of attaining the bachelor degree. However, both parties recognize that there are a variety of reasons for students to transfer prior to completing the requirements for an associate degree, and many students do so successfully.

TESC and the SBCTC also recognize that there can be important benefits for students as well as for institutions, if students who have transferred to TESC without an associate degree from a Washington State Community or Technical College (CTC) are able to use appropriate courses taken at TESC to complete the requirements for and receive an associate degree from the CTC.

Principles underlying this memorandum include:

- Some students will choose not to participate, so it should be a choice left to each eligible student.
- The process should be as simple and transparent as possible, consistent with current limitations of both staff time and technology.
- Responsibility for assisting students to participate in the reserve articulation process should be shared among students, TESC, and the community and technical colleges.

Period of Performance

In order to successfully implement the following plan and process for reverse articulation, TESC and the SBCTC agree that the following procedures will begin for transfer students who enroll at TESC starting in the Fall 2018 quarter. It is the intent of the two parties that, at the end of the 2018-2019 academic year, this MOU may remain the same or be modified, in response to the experience of the pilot year, to continue the reverse articulation procedure into the 2019-2020 academic year.

Eligible Students

Eligible students are defined as all transfer students who enroll as degree-seeking students at TESC prior to attaining an associate degree, but after completing 60 quarter credits or more of transferable coursework, including 30 or more credits completed at one or more Washington public Community or Technical Colleges.

Conditions and Procedures

1. The Evergreen State College will identify all eligible students after the end of the first quarter they are enrolled at TESC, and will notify each of them electronically of the opportunity to participate in the reverse transfer process for the chance to attain the associate degree.
2. The TESC electronic notification will direct eligible students to the process to request official TESC transcripts, via the TESC Registration and Records Office, be sent to the appropriate previously attended CTC. Students will also be directed to the SBCTC website for reverse articulation or directed to email SBCTC staff directly at StudentServices@sbctc.edu where they will be provided email and phone contact information for the attended CTC. In the case where a student has attended more than one CTC, the SBCTC staff will assist in identifying the appropriate CTC to which the student should submit the TESC transcript.
3. After the student initiates the process by successfully requesting an official TESC transcript be sent to the appropriate CTC, the CTC will evaluate the TESC coursework and determine which TESC credits may be applied to the fulfillment of the associate degree. Academic advising, credit evaluation, and communication regarding the completion of the AA-DTA requirements is the sole responsibility of the CTC.
4. Students who attain a Direct Transfer Agreement (DTA) degree from a Washington CTC after enrolling at TESC may resubmit official CTC transcripts to TESC for a re-review of transfer credit. Students who earn a DTA after enrolling at TESC will be granted all the appropriate benefits of earning the DTA, but will not receive "transfer credit" for the TESC credits applied toward the associate degree as to not duplicate credit.

Students Earning Technical Degrees

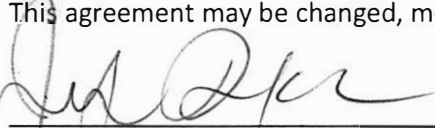
Students interested in participating in the Upside Down Transfer Option must complete all eligibility requirements, including the completion of a technical associate degree, prior to the first date of enrollment at TESC. Students participating in the reverse transfer process to complete a technical associate degree are not eligible to participate in, or receive the benefits of, the Upside Down Transfer Option.

Transcript Fees

Eligible students will be responsible for paying the transcript fee associated with requesting official paper or electronic TESC transcripts.

Agreement Changes, Modifications and Amendments


This agreement may be changed, modified or amended by written agreement executed by both parties.



Jennifer Drake
Provost & VP for Academic Affairs
The Evergreen State College

12/27/2017

Date



Jim Crabbe
Deputy Executive Director of Education
State Board for Community and Technical Colleges

12/28/17

Date