

Email distribution to JAOG members for final review – submit any concerns by replying to all by April 15, 2008

**Process for Changes to the Statewide Associate Degree Agreements:  
Direct Transfer Agreement and Associate in Science -Transfer**

**April 2008**

The process defined below for making changes to the two statewide associate degree agreements (the DTA and AS-T) is consistent with the following existing policies regarding revisions to the statewide transfer agreements:

- The policy will be implemented and maintained through the cooperative efforts of the state's institutions of higher education, the State Board for Community and Technical Colleges (SBCTC) and the Higher Education Coordinating Board. (Umbrella Policy<sup>1</sup>)
- The Guidelines will continue to be reviewed and revised periodically in response to changes in direction and emphasis in higher education (in reference to the DTA guidelines in the ICRC handbook).

Process for revisions and changes to the statewide transfer associate degree agreements:

1. **Raise as JAOG Issue:** Anyone with a proposed revision to the statewide transfer associate degree agreements (the DTA or AS-T agreements) may ask a JAOG member to place that idea or proposal on the JAOG agenda.
2. **JAOG Discussion:** JAOG will make a determination about the following issues:
  - Should the proposal go forward for broad discussion?
  - Who needs to be informed of the potential change?
  - How much time for discussion is needed?
  - Does the change conform to other transfer policy?
  - On what date, or by what term and year, would new transfer students need to meet the changed requirement?
3. **Broad Discussion among stakeholders:** JAOG will define a process and timeline for discussions within and among institutions, ICRC, and others, including faculty, staff, and students with interests related to the proposed change.
4. **Loop back to JAOG and further Broad Discussion (if needed)**
5. **JAOG Recommendation:** If the discussions result in support for a recommended change, JAOG will recommend that the academic leadership of the state's public and independent institutions party to the agreement under consideration approve the proposed changes to the agreement effective by the date set by JAOG.
6. **Academic Leadership Approvals:** The CTC Instruction Commission, the Interinstitutional Committee of Academic Officers (ICAO) and representatives the academic leadership of each independent institution party to the agreement shall transmit their approval of the proposed change(s) to JAOG to ensure a coordinated response.

**HECB Adoption:** By virtue of HECB staff participation in JAOG, the HECB will be updated on the policy discussion as the issue moves through these steps. After step 6, JAOG will advise the ICAO, IC and ICW of the community's agreement on the proposed change(s) and will assist those leadership groups in forwarding a recommendation to the Higher Education Coordinating Board for adoption of the proposed change. Policies adopted by Board resolution at a regularly scheduled meeting become effective on the date of adoption, or other date if so specified in the resolution.

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<sup>1</sup> Policy on Intercollege Transfer and Articulation Among Washington Public Colleges and Universities (Umbrella Policy) 1986 - [http://www.sbctc.ctc.edu/docs/education/transfer/umbrella\\_policy.doc](http://www.sbctc.ctc.edu/docs/education/transfer/umbrella_policy.doc)