

**Process for Revisions and Changes to the Statewide Transfer  
Associate Degree Agreements  
Revised 10/20/10**

**Current Policy**

The procedures involving the transfer of students and the credits they have earned are governed by the HECB statewide transfer policy and inter-institutional agreement titled “Policy on Intercollege Transfer and Articulation Among Washington Public Colleges and Universities,” commonly known as the “umbrella transfer policy,” which includes the following provisions:

Baccalaureate institutions shall notify community colleges of changes in lower division course requirements for baccalaureate degrees two years prior to their implementation for transfer students, and shall consult with community college academic officers when significant changes are under consideration.

Once changes in lower division baccalaureate degree course requirements have been adopted and published, baccalaureate institutions shall allow a grace period of two years before the changes become effective for transfer students. This policy applies to lower division course requirements of all subdivisions of an institution (schools, colleges, departments, etc.). (*ICRC Handbook, pp. 18-19*)

In addition, the HECB has adopted policies agreed upon by the institutions for making changes to the statewide transfer degrees (DTA and AS-T), and all of the institutions party to Major Related Program (MRP) agreements have agreed to a process for making changes to those agreements.

**Proposed Additions**

Clarifications to existing policy are now being proposed:

1. “Significant change” means a change in lower-division course requirements for admission to a baccalaureate degree program or institution that could negatively impact a community and technical college student’s likelihood of admission.
2. The two-year grace period for significant changes applies to:
  - a. Significant changes in provisos to the DTA or AS-T
  - b. Significant changes in the provisions of an existing MRP
  - c. Significant changes in course requirements for admission to a major not covered by an MRP

3. The two-year grace period for significant changes begins when written notification is received by both the Higher Education Coordinating Board and the State Board for Community and Technical Colleges.
4. The HECB and SBCTC will distribute the notice of significant change to all Washington colleges, universities, and other entities involved in transfer policy.

### Process for Implementing Change to Transfer Degrees

1. **Raise as a JAOG issue:** Anyone with a proposed revision to 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:
  - How should the proposal go forward for broad discussion? Who needs to be informed of the potential change? Is the proposed change a “significant 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 the change go into effect?
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. **Share draft final recommendation among stakeholders** indicating what input was or was not included in the final proposed change.
6. **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.
7. **Academic leadership approvals:** The CTC Instruction Commission, the Interinstitutional Committee of Academic Officers (ICAO) and representatives of the academic leadership of each independent institution party to the agreement will transmit their approval of the proposed change(s) to JAOG to ensure a coordinated response.

8. **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 HECB 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**.

**Comment [JW1]:** Is this when the two year grace period begins instead of when the first notification is made?

### Process for Implementing Change to MRP agreements

Major Related Program agreements are degree pathways that follow one of the two statewide transfer agreements (DTA or AS-T agreements). The MRPs are based on negotiated agreements by MRP workgroups and may be updated or altered via the following process:

1. Alert the institution's or sector's JAOG member of the need for a change. When the proposed change will make a change to the pre-requisites to majors and thus affect lower division course taking, JAOG member will bring the issue to the group's attention.
2. The institution seeking a significant change will provide written notice to HECB and SBCTC transfer policy staff members. The date written notification is received by HECB and SBCTC staff begins the two-year notification time frame.
3. Upon discussion, JAOG will establish an appropriate review process for updating the MRP agreement. In a process consistent with the initial process for development and approval of the statewide MRP agreements, changes to the agreements that affect lower-division course taking will require review by JAOG and approval by those institutions signatory to the agreement.
4. If the changes under review by JAOG alter the published transfer associate degrees, but are not significant enough to invoke the two-year grace period, JAOG will establish an implementation timeline appropriate to the type of proposed change with a goal of minimizing impact on students already enrolled and progressing under the existing agreement.