

**Recommended by JAOG May 2, 2005**  
**Criteria for Academic Course Electives in Transfer Degrees**

- Criteria for Unrestricted (Academic) Electives
  - Process for Identification of New Academic Electives by CTCs
  - Role of Academic Electives in Transfer
  - Process for Review of CTC Academic Electives Listing by Baccalaureate Institutions
1. **Criteria for Unrestricted Electives:** Academic courses accepted as transferable electives will normally include:

- Any course from a discipline on the ICRC's Current Associate Degree Guidelines Distribution Requirements list of suggested disciplines Source - pages 8-9 - Distribution requirements - 2) a. to c. of the ICRC Handbook - <http://www.washingtoncouncil.org/ICRCHANDBOOK.2004.pdf>:
  - Humanities: Art, Music, History, Philosophy, Foreign Language/American Sign Language, Drama/Theater, Speech, Literature Social Sciences: History, Philosophy, Anthropology, Political Science, Economics, Psychology, Geography, Sociology Sciences: Astronomy, Geology, Biology, Mathematics, Botany, Physics, Chemistry, Zoology; **Or**
  - Any course that is a requirement to a Major-Ready approved degree; **Or**
  - General survey courses that include appropriate foundational topics that cover basic principles and theories, and/or history and philosophy of the discipline.<sup>1</sup>

2. **Process for Identification of New Academic Electives by CTCs Goal:** A CTC process whereby courses can be reviewed and accepted or rejected as meeting the criteria for a transferable course elective in the transfer associate degrees. Courses regarded as transferable electives will be accepted in transfer by all community and technical colleges as academic electives applicable toward their academic degrees. The public baccalaureates and participating independent baccalaureates will accept as an academic elective any course specifically identified and accepted in transfer as an academic elective by all community and technical colleges, using the process outlined in this document.

Who identifies potential transferable course electives? Any one from a community or technical college can nominate a course via their Articulation and Transfer Council (ATC) representative or other college staff member. ATC is considering an annual review cycle. Transferable electives must meet one of the criteria for academic courses as established jointly by the community and technical colleges, public and independent baccalaureate institutions, through the Joint Access Oversight Group (JAOG) (see criteria above).

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<sup>1</sup> These include disciplines offered at the baccalaureate level at multiple, regionally accredited, baccalaureate institutions in the state. Such disciplines are not limited to those of long-standing but include emerging disciplines that have begun to appear among the state's baccalaureate degree programs.

Who will review the college's proposal and determine whether the course is transferrable system-wide? ATC will establish a standing committee to review the proposal and determine if the proposed course and similar courses, if appropriate, meet the criteria. That standing committee will be responsible for recommending that all colleges, represented by the ATC membership, review the courses for the purpose of all agreeing to accept the courses listed as generally transferable electives.

How will universal acceptance of the courses as transfer electives be assured? Upon recommendation from the standing committee on elective courses, the ATC will vote to forward or not forward the list to IC for unanimous approval of each course. Unanimous approval of IC will be required before a proposed course can be regarded as an academic course and thus a transferable elective.

3. **Role of Academic Electives in Transfer:** Once the CTC system completes the above process to approve courses that each CC may include as electives within the approved transfer degrees, those classes will be accepted in transfer degrees as electives (some institutions may apply the courses as degree prerequisites or course equivalents that fit beyond the role of electives.)

Stated another way, when institutions that are signatory to this agreement accept a transfer student with an approved transfer degree including designated elective courses, those institutions will give elective credit for such courses (or other kinds of credit, if appropriate to specific degree requirements).

The course would continue to serve as an elective until at least the remainder of the academic year subsequent to discussions described below, if those discussions result in the colleges removing the course from the list of academic electives.

4. **Process for Review of CTC Academic Electives Listing:** On a regular basis (yet to be determined) baccalaureates will review the process and resulting academic electives lists. JAOG could undertake this periodic review.

Baccalaureate institutions retain the ability to raise questions and the authority, as a group, to object to the decision of the community and technical colleges to regard a course as academic. JAOG would undertake hearing objections and focus on mutual agreement about the fit of the course to the criteria listed above. If agreement is reached that the course does not meet the criteria, the CTCs would be asked to remove the course from the approved list of electives and to designate that the course would not serve as a general elective in a transfer degree if taken in subsequent years.