

Criteria for New Statewide Transfer Degree for a Specific Major/Discipline

JTC established criteria to determine if a new statewide transfer degree for a specific major/discipline may need to be developed. A new statewide transfer degree will be considered when the following are applicable:

- The number of courses specified as preparation for the major and needed in the first two years is substantial.
- Several institutions award the bachelor's degree in the field.
- A credit gap exists: total credits earned by transfers who graduate are substantially higher than credits earned by students who started at a baccalaureate institution.
- A pattern of under-preparation exists for most transfer students.
- The major is in high demand by students.

Processes for Changes to a Statewide Transfer 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.

Agency/Org	Approval Process	
	Initial Step	Final Step
SBCTC	Articulation and Transfer Council	Instruction Commission
COP	Interinstitutional Committee on Undergraduate Studies	Interinstitutional Committee of Academic Officers

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. **Determine if proposed degree meets criteria for a new statewide transfer degree for a specific major/discipline.** A new statewide transfer degree will be considered when the following are applicable:
 - The number of courses specified as preparation for the major and needed in the first two years is substantial.
 - Several institutions award the bachelor’s degree in the field.
 - A credit gap exists: total credits earned by transfers who graduate are substantially higher than credits earned by students who started at a baccalaureate institution.
 - A pattern of under-preparation exists for most transfer students.
 - The major is in high demand by students.
2. **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.
3. **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.
4. **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.
5. **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.

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.

Agency/Org	Approval Process	
	Initial Step	Final Step
SBCTC	Articulation and Transfer Council	Instruction Commission
COP	Interinstitutional Committee on Undergraduate Studies	Interinstitutional Committee of Academic Officers

7. **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.