



**Memorandum of Understanding (MOU)**  
**Washington State University**  
**and the**  
**State Board for Community and Technical Colleges**

**REVERSE ARTICULATION FOR ASSOCIATE DEGREE COMPLETION PILOT**

**Background**

Washington State University (WSU) and the State Board for Community and Technical Colleges (SBCTC) encourage students to complete an academic associate degree before transferring to WSU, 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.

WSU and the SBCTC also recognize that there can be important benefits for students, as well as for institutions, if students who have transferred without an associate degree are able to use appropriate courses taken at WSU to complete the requirements for an associate degree and are awarded that degree by their community or technical colleges (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 reverse articulation process should be shared among students, WSU, and the community and technical colleges.

In order to facilitate that process for students, WSU and the SBCTC agree to undertake a one-year pilot program, beginning fall semester 2015. It is the intent of the two parties that, at the end of the 2015-16 academic year, this MOU will either be modified in response to the experience of the pilot year, or implemented as a regular, on-going program.

**Conditions and Procedures**

1. Eligible students are all transfer students who enroll as degree-seeking students at a WSU campus 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.
2. WSU will identify all eligible students after the end of the first semester they are enrolled at WSU, and will notify each of them electronically of the opportunity to attain the associate degree by reporting WSU credits back to the appropriate community or technical college.
3. The WSU notification will direct eligible students to details provided by the SBCTC regarding the process they should follow, including SBCTC phone and email contact information.
4. During the pilot, the SBCTC will be the first point of contact for students opting into the program and will perform a clearinghouse function both in order to insure that student requests are directed to the correct college and college personnel and to analyze and evaluate the success of the pilot. If a student has attended more than one community college, SBCTC will work with the CTC where the student completed the most recent 24 quarter credits.
5. WSU will also direct students to the process to request that an official WSU transcript be sent to the college that will award the associate degree.
6. After the student initiates the process, the community or technical college will confirm with that student how the WSU courses or discipline areas and number of credits will apply toward completing the requirements for the associate degree.
7. Students who attain a Direct Transfer Agreement (DTA) degree from a Washington community or technical college after enrolling at WSU and wish to receive the benefits of completion of WSU's University Common Requirements (UCORE) that are associated with the DTA degree under the related statewide agreement must have an official transcript documenting the awarding of the associate degree sent to the WSU Office of Admissions.

  
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Daniel J. Bernardo  
Provost and Executive Vice President  
Washington State University

  
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Jan Yoshiwara  
Deputy Executive Director of Education  
State Board for Community and Technical colleges

  
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Date

  
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