



## **Approval Process for New Transfer Degrees**

**Approved by WACTC May 2009**

### **State Board must approve all transfer degrees**

Effective fall quarter 2009, the State Board for Community and Technical Colleges (SBCTC) must approve transfer degrees not currently offered by your college.

Transfer degrees in Washington State include Direct Transfer Agreements (DTAs) and Major Related Programs of Study (MRPs). Colleges offering transfer degrees must use credit hours and charge state community college tuition rates.

A transfer degree is:

- Issued to students who have earned a cumulative grade point average of at least 2.00, as calculated by the degree-granting institution.
- Based on a minimum of 90 quarter-hour credits.

Technical colleges are limited to offering transfer degrees (DTAs and MRPs) that prepare students in professional fields such as business, health care, and engineering.

### **What do colleges need to submit?**

A Transfer Degree Program Approval Request form that includes:

- Title of degree.
- List of courses that follow established criteria for existing DTAs and MRPs.
- Signature of each neighboring college instructional vice president. The signatures serve as recognition and awareness of the new transfer degree program. A neighboring college shares adjacent district boundaries.

Colleges may promote and offer a new transfer degree program following approval from SBCTC.

## **What if a neighboring college challenges the new degree?**

Colleges should attempt to resolve concerns among themselves. If colleges cannot agree:

1. The objecting college must submit a request to SBCTC for a formal hearing to review concerns. The request must include written evidence of how the proposed program will negatively impact an existing program.
2. SBCTC will conduct a hearing within 14 working days of receiving the written request. Written requests may be sent by email. An advisory panel will hear concerns from all parties. The panel may include SBCTC staff and community and technical college representatives not directly involved in the proposal.
3. The panel will make a recommendation to SBCTC. SBCTC will make the final decision.
4. SBCTC will notify all parties in writing of the final decision within seven working days after the advisory panel makes its recommendation. Written notification will include rationale for the decision.

## **What if our college wants to terminate a program, or place a program on inactive status, or re-activate a program?**

### Program termination

A college may choose to terminate a transfer degree program. To do so, the college will need to notify SBCTC within six weeks of the termination decision. Once a program is terminated, the SBCTC will maintain the associated program code for a maximum of three years to allow students to complete program curriculum.

### Inactive status

A college may elect to place a transfer degree program on inactive status. To do so, the college will need to notify SBCTC in writing. A program may only remain on inactive status for three years. If the program is not re-activated within three years, it will be removed from the college inventory.

### Program re-activation

A college may elect to re-activate an inactive program within the three year inactive status period. To do so, the college will need to notify SBCTC in writing.

If the college decides to activate a program after the three-year inactive period has lapsed, the program will be considered “new” and the college will need to meet all program approval requirements.