

## **CTC Inter-College Reciprocity Policy Transfer Distribution Courses and Areas**

*\*Approved by Instruction Commission, February 2005*

*\*Residency Requirement Updated by the Articulation & Transfer Council, April 2005*

*\*Diversity Requirement added by Instruction Commission, May 2011*

### **Background:**

It is healthy and desirable to promote diversity among the transfer curricula at various community colleges. This diversity allows colleges to meet specific community needs and interests, to develop innovations and best practices, and to capitalize on unique faculty and institutional resources, campus to campus.

However, as students, of necessity, transfer among colleges, it is equally important to ensure that they are not penalized by the differences in the specific requirements imposed by individual campuses within the general guidelines of the Transfer degrees (DTA and AS-T) as approved by the Instruction Commission.

In the spirit of compromise between these competing interests, colleges of the Washington State CTC system have developed and adopted guidelines, as follows, for reciprocity of transfer coursework among colleges.

### **Reciprocity of Individual Courses:**

If a student transfers an individual course that meets a Communication Skills, Quantitative Skills or Distribution Requirement at the sending college for a specific transfer degree, that course is considered to have met that requirement at the receiving college for a similar transfer degree, even if this course does not have an exact equivalent.

If a student transfers an individual course that meets a Diversity Requirement at the sending college for a specific transfer degree, that course is considered to have met that requirement at the receiving college for a similar transfer degree, even if this course does not have an exact equivalent.

### **Reciprocity of Distribution Areas/Specific Requirements:**

The receiving institution will accept an entire Distribution, Communication Skills, Quantitative Skills, or other requirement for a transfer degree as met if that student:

- A. Has met the sending institution's residency credit and meets the receiving institution's policy on continuous enrollment (enrollment pattern needed to complete under the catalog at entrance)
- B. Has met the entire Communication Skills, Quantitative Skills or Distribution Requirement of a transfer degree, according to the sending institution's degree criteria\*

The receiving institution will accept an entire Diversity Requirement for a transfer degree as being met if that student has met the entire Diversity Requirement of a transfer degree, according to the sending institution's degree criteria.

\*Note: Example criteria include number of disciplines, allowable disciplines, credits, sequence requirements (or lack thereof). In all these instances, the sending institution's requirements govern for that particular Communication Skills, Quantitative Skills or Distribution Requirement component.

C. Has maintained a cumulative college-level grade-point average (GPA) of 2.0 or better at the sending institution.

The receiving institution agrees to consider the requirement area met if these conditions, upon review, are met. (There is no limit to the number of requirement areas to be considered.)

In view of staff limitations for transcript review, the receiving institution cannot be expected to search every transfer-in transcript to see if the reciprocity provisions apply. It is, therefore, the student's responsibility to initiate the reciprocity process and to gather appropriate documentation as needed. However, all institutions agree to make transfer-in students aware of these provisions, to publish them in college catalogs and other transfer-related resources, and to provide transfer-in students with a clear contact point and process for pursuing reciprocity.

**Local Provisos:**

The receiving college retains the right to impose unique, local prerequisite and graduation requirements. Such requirements might include learning communities/coordinated studies requirements, writing-intensive course requirements, and physical education/health requirements.

**Transcript Notation:**

Transcripts will include notation of requirements met by reciprocity. Notations will include the name of the sending institution.

Approved by ATC (formerly ATG) October 15, 2004 and updated as noted April 29, 2005

Approved by Instruction Commission February 17, 2005