



CHANGES IN ELECTIVE CREDIT
FOR
DIRECT TRANSFER AGREEMENT

Proposals for changing an elective credit from “restricted” to “unrestricted” will follow the following process:

1. Proposals are reviewed by a subcommittee of ATC prior to the spring ATC meeting of any given year. If the course is potentially viable as an unrestricted elective, the subcommittee chair will request that SBCTC research similar courses in the system and present those at the spring ATC meeting.
2. Viable proposals (those recommended by the review subcommittee) will be taken to the Articulation and Transfer Council (ATC) in spring of any given year for preliminary discussion. ATC members are encouraged to have discussions about the possible elective course change on their campuses prior to the fall ATC meeting.
3. In fall of the same year, ATC members will vote on elective course proposals after. A proposal must receive a unanimous vote at ATC to move to the Instruction Commission (IC) for approval.
4. In fall of the same year, the Instruction Commission will review proposals submitted by the ATC. If proposals are approved by the IC, SBCTC staff will forward the approved elective course to ICRC before December 31st of the same year.
5. ICRC will place the elective course on the “unrestricted list” prior to December 31 of that same year.
6. Elective course is effective as “unrestricted” the following fall (a year from the IC vote).