

STEPS FOR UTILIZING/EXPANDING ABILITY-TO-BENEFIT (ATB) USE AT WASHINGTON STATE COMMUNITY & TECHNICAL COLLEGES

	WHAT	WHO	WHEN
1	Identify eligible career pathway programs using 7 federal criteria (A-G) ¹	Vice President for Instruction ATB Core Team ²	Once; annually as new programs are added
	<ul style="list-style-type: none"> • [Insert college-specific step here] 		
	<ul style="list-style-type: none"> • [Insert college-specific step here] 		
2	Identify acceptable documentation sources and repositories ³	Vice President for Instruction Vice President for Student Services ATB Core Team	Once; annually in case new documentation sources accompany new programs
	<ul style="list-style-type: none"> • [Insert college-specific step here] 		
	<ul style="list-style-type: none"> • [Insert college-specific step here] 		
3	Identify students who are good candidates for ATB ⁴	Transitional Studies Lead	At college-determined student momentum points
	<ul style="list-style-type: none"> • [Insert college-specific step here] 		
	<ul style="list-style-type: none"> • [Insert college-specific step here] 		
4	Develop an approval process and award Pell Grants to ATB students after completion of initial 6 credits of college level coursework	Director of Financial Aid	As students complete 6 credits of college level coursework prior to registration for the first quarter of Pell Grant eligibility
	<ul style="list-style-type: none"> • [Insert college-specific step here] 		
	<ul style="list-style-type: none"> • [Insert college-specific step here] 		
5	Track ATB student success and revise 3 (above) as necessary	Research/Institutional Effectiveness Lead ATB Core Team	Annually
	<ul style="list-style-type: none"> • [Insert college-specific step here] 		
	<ul style="list-style-type: none"> • [Insert college-specific step here] 		

¹ Definition of a Career Pathway, see <http://www.clasp.org/issues/postsecondary/pages/body/ATB-Implementation-Guide.pdf>

² Suggested Core College ATB Team: VPs for Instruction, Student Services; Transitional Studies Lead; Director of Financial Aid; Research/IE Lead

³ Whatcom Community College is developing documentation processes for its transfer pathways. An example, in draft form, can be found at <https://www.sbctc.edu/resources/documents/colleges-staff/programs-services/student-services/atb-template-for-transfer-degree-in-psychology.pdf>. One frequently used source for documenting program alignment with skill needs of the economy is <https://esd.wa.gov/labormarketinfo>

⁴ Whatcom Community College has developed a flowchart for identifying ATB candidates, see <https://www.sbctc.edu/resources/documents/colleges-staff/programs-services/student-services/atb-identifying-students-flow-chart-17-0629.pdf>.