

7

ARTICULATION

Fair, clear, and accessible articulation policies are critical because over 1,700 undergraduates transfer to UHM each year. (An additional 2,000 students enter as first-time freshmen.) Accurate advising, quick course evaluations, and a comprehensive database are essential.

Implementation of the 1999 Gen Ed requirements resulted in frequent changes to articulation policies. This makes accurate student advising difficult. Faculty should encourage students to visit a knowledgeable "college" adviser (not a "major" adviser) to discuss their Gen Ed requirements.

A. System Articulation

The *Faculty Governance of University of Hawai'i General Education* document states that the GEC, Foundations Board, and Focus Boards are responsible for decisions on articulation, transferability, and assignment of credit for courses from other UH campuses.

When UHM presented its Gen Ed program description to the BOR in 2000, a brief system articulation plan was included (see *Attachment B* in chapter 10, *Appendix*). Since then, that articulation plan has been modified several times. The current state of articulation agreements are described below.

In general, students can take approved courses at other UH campuses and have those courses satisfy UHM Gen Ed requirements. The GEO maintains a list of approved courses on its web site (www.hawaii.edu/gened/articulation.htm).

The UHM Gen Ed faculty groups also assist with articulation as requested by administration. They are bound by UH Executive Policy E5.209, *Student Transfer and Inter-campus Articulation*. Section II.M states:

Proposed changes in general education or degree requirements and other academic policies at one campus, college or program which affect students transferring from other UH campuses must involve **prior** consultation with faculty and administrators affected by the change. Consultation implies timely and active discussion with all affected parties **prior** to a final decision on the proposed change.

Campuses implementing curricular changes must notify other UH campuses when the changes are approved. There must be at least **one full academic year** between notification and implementation of the approved change to allow other campuses to initiate appropriate curricular changes. In addition, coordination and communication regarding curriculum changes must be undertaken to ensure no inter-campus conflicts are created via inconsistencies in course numbering systems.

Thus, implementation of the decisions made by the GEC may be delayed or a decision may be modified (e.g., a course number may be changed) to comply with E5.209.

E5.209 also states that students who transfer to UHM with an Associate of Arts from a UH Community College have completed all UHM Core requirements; however, those students are still required to complete Gen Ed Graduation requirements as well as Major and College/School requirements (E5.209, Section III.B.2).

What follows covers different components of Gen Ed. Each is governed by component-specific articulation policies. These apply to UH system articulation.

A.1. Foundations (Core)

A Foundations articulation agreement for UH campuses was approved in 2004. The agreement allows for two kinds of articulation: 1) program-level and 2) course-by-course.

Program-level articulation (Multicampus Foundations Agreement). This method of articulation is modeled after the writing-intensive articulation agreement. Criteria for participation are listed in the articulation agreement documents. Each campus's Foundations program must be approved by the Multicampus Foundations Committee and Chief Academic Officers of the receiving campuses. Once approved, a campus has control over the approval of its Foundations courses and receiving campuses will accept the sending campus's approved courses. For example, Kapi'olani CC courses approved as Foundations courses by Kapi'olani CC will articulate to Honolulu CC and UHM as such without additional review.

Articulation-agreement documents and participating campuses' Foundations portfolios describing their Foundations programs are available at the Gen Ed web site.

The Multicampus Foundations Committee is currently comprised of the chairperson of the Foundations Boards of each campus with an approved Foundations program. The Committee is responsible for sharing information across the system. The UHM Foundations Board chair is responsible for sharing multicampus information with UHM OVCAA and UHM GEO.

Honolulu CC, Kapi'olani CC, Leeward CC, Maui CC, Windward CC, and UHM currently participate in the program-level articulation agreement. UH West O'ahu's participation in the agreement is currently being negotiated (Spring 2008).

Course-by-course articulation. Campuses not party to the program-level agreement articulate their courses on a course-by-course basis. To articulate a course, a sending campus completes a Foundations proposal form and sends it to UHM's OVCAA. OVCAA forwards the proposal to the GEO to disseminate for review by the Multicampus Foundations Committee. At UHM, the Foundations Board has reviewed the course and the chairperson conveyed its recommendation to the GEC and then to the Multicampus Foundations Committee. GEO facilitates dissemination of the Multicampus Foundations Committee's decision. Note: These groups do not determine course equivalencies; rather, they determine how a course articulates to meet Gen Ed requirements.

A.2. Diversification (Core)

Any UH course deemed equivalent to a UHM course will meet the Diversification requirement that the UHM course satisfies [09/20/05]. Some non-equivalent UH system courses have been approved by the GEC as satisfying UHM's Diversification requirement. The list of approved courses is at www.hawaii.edu/gened/articulation.htm. [Warning: The list may not be complete].

The GEC will conduct a fifth-year review of the UH courses that satisfy UHM Diversification requirements beginning in Fall 2007.

Below is the official Diversification articulation process and policy, established in Spring 2004 [5/24/04]. The GEC is scheduled to review the within-system articulation policy in Fall 2008 to address discrepancies that have arisen as a result of other UH campuses' adoption of Mānoa's Diversification requirements.

Start of official document

Process

1. A UH system campus sends proposed Diversification course syllabi when feasible and catalog descriptions to the Mānoa Office of the Vice Chancellor for Academic Affairs (OVCAA). (Course syllabi and catalog descriptions are necessary to determine the Diversification designation.) [modified, 12/2/04]
2. The Mānoa OVCAA will be responsible for having the course reviewed and approved by the Mānoa General Education Committee (GEC) for a Diversification designation. [A&R conducts a preliminary review and makes a recommendation to the GEC. The GEC does not determine course equivalencies; it does determine how a course articulates to meet Gen Ed requirements.]
3. The OVCAA will notify the Vice President for Academic Affairs and the Dean of Instruction of the sending campus of any approved Diversification designation and the effective dates for the designation. The approved courses, their Diversification designations, and their effective dates will be posted on a system data base.
4. In extreme circumstances, when the proposed designation of a course is questioned, Mānoa will work with faculty from the sending campus on the resolution of the issues.

Policies

- The sending campus will accept Mānoa's Diversification Hallmarks and the "two-thirds guideline" in assessing courses for submission to meet Mānoa's Diversification requirements. (Two-thirds guideline: Approximately two-thirds of the content of its governing syllabus and approximately two-thirds of the required class meetings must demonstrate the hallmarks.)
- The sending campus will rigorously evaluate their proposed Diversification designations before sending them to Mānoa.
- Courses submitted to Mānoa must be 100-level courses or above.
- The Diversification designation is given to all sections of the course regardless of the instructor.
- The Diversification designation is given for five years.

End of official document**A.3. Focus (Graduation)**

Traditional "course equivalency" is not a factor in UH system articulation relating to Focus requirements. The GEC has approved an articulation policy for each Focus area.

E & O: No procedure for E and O articulation is needed because the requirements are prorated for all transfer students. E and O requirements cannot be met by taking a course offered by another campus (effective summer 2005).

- 0-54 transfer credits=no reduction in requirements, students are required to complete 1 E and 1 O course offered by UHM;
- 55-88 transfer credits=requirement reduced to 1 E or 1 O course;
- 89+ transfer credits=requirement removed, no E or O courses required.

Previous policy: Students who entered UH in Fall 2002–Spring 2005 had an option: (a) take approved E and O courses at other UH campuses or (b) follow the prorated E and O requirements that existed at the time of matriculation.

H: Students can take approved H courses at other UH campuses.¹ A HAP articulation agreement for UH campuses was approved in 2008. HAP program portfolios from Honolulu CC, Kapi'olani CC, Leeward CC, Windward CC, and UHM were subsequently approved by the HAP Multicampus Articulation Working Group. Effective with Spring 2009 courses, these campuses will accept each others' campus-designated HAP courses as fulfilling a HAP requirement. (Summer 2008 and Fall 2008 courses will be handled on a case-by-case basis.) Other UH campuses will continue to send articulation requests and proposals to the

¹ UH courses that satisfy UHM Focus requirements are listed at www.hawaii.edu/gened/articulation.htm. Note: Through Fall 2008, only HAP courses offered by an approved instructor will articulate as satisfying the HAP requirement.

receiving campus(es) as they have done in the past.¹ (Kaua'i CC, Maui CC, and UH West O'ahu have indicated plans to submit a HAP program portfolio.)

W: Students can satisfy W requirements by taking W (aka WI) courses at other UH campuses. A program-level articulation agreement went into effect in 1988. The system-wide Standing Committee on Written Communication (formerly a University Council on Articulation subcommittee) oversees the articulation of WI programs. The Standing Committee annually reviews each campus's WI program. Each campus has local control (i.e., reviews and designates its courses); other UH campuses accept the sending campus's WI courses as satisfying a W requirement. All UH campuses share the same basic W Hallmarks and Explanatory Notes.

A.4. Hawaiian/Second Language (Graduation)

Students may take approved language courses at other UH campuses. Almost all lower-division language courses in the UH system are currently accepted; all of the 4-semester language sequences (101, 102, 201, 202) are accepted. A&R and the College of LLL handle course evaluations for HSL.

¹ Prior to the articulation agreement, HAP articulation to Mānoa was handled through a section-by-section review of courses proposed to the UHM HAP Board by individual UH instructors. The UHM HAP Board would review and then approve or deny the instructor's request. Community Colleges accepted and will continue to accept each others' HAP designations.

A.5. Timeline of System Articulation Agreements & Accomplishments

Foundations

- S02: Grandfathered "Basic Skills" courses to satisfy a UHM "F" requirement.
- S03: UH courses approved thru a one-time system-wide "Fast Track" meeting.
- F03: System administration calls system-wide meeting of faculty working groups; little progress made. In response, GEC proposed a Faculty Senate resolution on articulation policies which was adopted by the Mānoa Faculty Senate on 11/19/2003.
- S04: Foundations articulation agreement approved; program-level articulation agreement signed by Honolulu CC, Kapi`olani CC, and UHM.
- S07: Leeward CC and Windward CC join the multicampus Foundations agreement.
- S08: Maui CC joins the multicampus Foundations agreement; UH West O`ahu submits a proposal to join.

Current status:

Policy and procedures in place; review of proposals for courses and programs is ongoing, as needed.

Diversification

- S02: GEC approves over 1,400 UH courses as satisfying a UHM "D" requirement.
- S04: Diversification articulation procedures approved (course-by-course articulation).

Current status:

Policy and procedures in place; review of current policies to be taken up by the GEC in Fall 2008.

Focus

- S02: 1-year interim policy: F02-S03 entering students may (a) use non-system prorate schedule or (b) transfer particular UH courses to satisfy E, H, & O. The W articulation procedures were not changed.
- S03: Extend interim policy (S02 policy) thru SS04. Create policy for F01-S02 entering students: UH transfer students subject to non-system prorate schedule but they may also transfer approved UH courses.
- F03: Establish a prorate schedule for system transfer students.
- S04: Extend interim policy (S02 policy) thru F04.³
- F04: Extend articulation of approved H courses thru SS05 [09/23/04].
- S08: HAP articulation agreement approved; HAP program portfolios approved for Honolulu CC, Kapi`olani CC, Leeward CC, Windward CC, and UHM.

Current status:

³ The extension was due to an April 2004 Board of Regents meeting in which articulation was discussed. Concerns were raised regarding the change in E and O Hallmarks that restricted the designation to 300- and 400-level courses (5/16/2002) and the ability to accurately inform students about articulation policy.

Policy and procedures in place; review of proposals for courses and programs is ongoing, as needed.

B. Non-System Articulation

B.1. Foundations and Diversification (Core)

Any non-UH course that is deemed equivalent to a UHM course with a Foundations or Diversification designation is treated as if it has that designation.

A&R handles course evaluation by reviewing catalog descriptions and syllabi when feasible [12/02/04]. When A&R needs advice, departments advise on course equivalencies and the GEC advises on Gen Ed designations. After a course review, the A&R Transfer Credit Search webpage indicates how the non-UH course will articulate.

B.2. Focus (Graduation)

Focus requirements can **not** be satisfied by transferring courses from outside the UH system.

E, O, W: Transfer students have prorated requirements for E, O, and W areas. Prorated requirements are in the *Catalogs* "Undergraduate General Education Core and Graduation Requirements" section.

H: All students must complete an approved H course offered by a UH campus.

B.3. Hawaiian/Second Language (Graduation)

Any non-UH course that is deemed equivalent to a UHM course with a HSL designation is treated as if it has that designation.

A&R handles course evaluation by reviewing catalog descriptions and syllabi when feasible [12/02/04]. When A&R needs advice, the College of LLL advises on course equivalencies. After a course review, the A&R Transfer Credit Search webpage indicates how the non-UH course will articulate.