DRAFT **10/10/05**

E5.209 **University of Hawai`i System Student Transfer and Inter-campus Articulation**

I. INTRODUCTION (From I, Introduction, p. 1)

The executive policy is promulgated in accordance with the authority delegated to the President by the Board of Regents. The provisions of the policy are designed to carry out the intent of the Board of Regents' policy to make the student transfer experience as simple and predictable as possible (Board of Regents Bylaws and Policies, Section 5-13).

This executive policy promulgates broad policy guidelines for transfer within the University of Hawai`i system, including the (1) transfer of students, (2) transfer and applicability of academic credit, including acceptance of the University of Hawai`i Associate in Arts degree as fulfilling UH baccalaureate admission and general education core (foundations/diversification or basic/area) requirements, (3) articulation of the curriculum, and (4) related policy issues. This policy supersedes all previously issued policies on the transfer of students, credits or articulation within the UH system.

II. PRINCIPLES AND ASSUMPTIONS (From II. p. 1)

The following basic policy principles/assumptions provide the framework for this executive policy.

   A.   Functioning as a System (From II, A, 1 Functioning as a System. p. 1-2)

   The University of Hawai`i is a comprehensive statewide higher education system offering instruction in a variety of programs located at campuses on each of the major islands of the state. The University is committed to functioning effectively as a system. This requires facilitating the informed and smooth transfer of students who desire to move among the various campuses, colleges, and schools of the University of Hawai`i system in order to meet their educational objectives. University of Hawai`i campuses are required by Board policy to eliminate unreasonable barriers to transfer (see BOR policy section 5-13).

   B.   Mission Differentiation (New)

   The higher education needs and desires of the people of Hawai`i vary considerably and the contributions the campuses of the University of Hawai`i make toward satisfying those needs and desires vary as well. All campuses can contribute to a student's pursuit of a baccalaureate degree. Some campuses – notably the community colleges – offer Associate degrees and career technical education as well. Other campuses offer a variety of baccalaureate and graduate

degrees. The Manoa campus is classified as a Research Extensive university and offers a number of Ph.D. degrees across a variety of disciplines. The distinct contributions that campuses make toward meeting the educational needs of the state of Hawai`i require that campuses offer courses and course selections aligned with these functions and that they employ admission and transfer criteria consistent with their distinct functions. For students wishing to transfer efficiently throughout the system, effective advising and counseling regarding such distinctions are essential.

C.   **Dynamic Academic Environment** (New)

An institution's curriculum is not a static entity; as fields of study evolve, courses and degree programs are constantly being refined and changed. In addition, University of Hawai`i programs and departments maintain active assessment processes intended to inform curriculum management. A natural byproduct of regular assessment and curriculum management is an academic environment characterized by frequent change.

D.   **Focus on Transparency** (New)

In order to facilitate informed and smooth transfer of students across a dynamic academic system, communication among programs and departments across the system must be regular and thorough. Accurate information about campus, college, degree and major requirements for each campus must be readily accessible to students, faculty, counselors and advisers across the system. Likewise, advising and counseling services on all campuses must be kept abreast of programmatic requirements across the University of Hawai`i system.

E.   **Campus Responsibility for Curriculum** (From II, A, 2 Campus Responsibility for Curriculum. p. 2)

Within the provisions of Board of Regents and University executive policies, each campus of the University of Hawai`i system has the authority and responsibility to determine its own curriculum, degree requirements, and related academic policies, and to ensure the integrity of campus-based credentials. As a result, the curricula of the University of Hawai`i campuses and colleges are a reflection of the wide variety of available programs of study and the knowledge, skills, interests and educational philosophy of their faculty, staff, and administration.

F.   **School and College Responsibility for Degree Requirements** (New)

Campuses across the University of Hawai`i system are not monolithic structures. Campuses are characterized by confederations of schools, colleges, and degree programs frequently with entrance and graduation requirements unique to their

programs of study. Accordingly, student transfer is best understood as movement between schools, colleges, and degree programs rather than between campuses.

G. **Role of Articulation**
A primary purpose of articulation is to facilitate transfer of students and credits from one UH campus to another, one college to another, and one degree program to another, to meet core, major, or graduation requirements. Articulation policies and agreements are essential for a University system of campuses that operates with decentralized authority over curricula content and shared responsibility for academic policies. Such policies and procedures assist in the smooth progression of students toward degree programs in an environment of evolving curriculum requirements. **(From II, A, 3 Role of Articulation. p. 2)**

Articulation is a complex matter and must involve faculty, staff, and administration. By definition, articulation involves agreements that guide the transfer of students and typically addresses the transfer of credit, specific courses, packages of courses, and related academic requirements. **(From II, A, 3 Role of Articulation. p. 2)**

H. **Accreditation and Guidelines for Good Practice** **(From II, A, 4 Accreditation and Guidelines for Good Practice. p. 3)**

University of Hawai`i system and campus policies and practices for the transfer of students and credits will conform to accreditation requirements of the Western Association of Schools and Colleges (WASC) and the Accrediting Commission of Community and Junior Colleges (ACCJC) and, insofar as possible, will be consistent with the *Joint Statement on Transfer and Award of Academic Credit* adopted by the Council on Postsecondary Accreditation (COPA), the American Association of Collegiate Registrars and Admissions Officers (AACROA), and the American Council on Education (ACE) (see Appendix 1). **(Updated document from 2001)**

I. **General Education**
Campuses' overall plans for general education are adopted by the Board of Regents. The intent is to ensure overall coordination of general education across UH campuses. All general education and core requirements shall be approved by the Board and any changes in concept or principle must receive prior Board approval (BORP Chapter 5, Section 5-12b). **(From II, B, 1 General Education Requirements. p. 3)**

Campus general education requirements are developed cooperatively by faculty and administrators. Changes that are consistent with the overall plan for the campus are approved by its chancellor after consultation with the Council of

Chancellors. **(First sentence from II, B, 1 General Education Requirements. p. 3; second sentence is new)**

J. **Faculty Involvement** **(From II, B, 2 Faculty Involvement. p. 3)**

Faculty will be directly involved in the process of curricular articulation since they are most knowledgeable as to what constitute degree-level competencies and comparable course work.

K. **Transfer Advising** **(From II, B, 4 Transfer Advising. p. 3)**

Appropriate and timely academic advising is essential for all students and is particularly critical for students with baccalaureate goals who begin their careers at UH Community Colleges.

L. **Program-Specific Articulation and Documentation** **(From II, B, 5 Program Specific Articulation and Documentation. p. 4)**

In addition to the overall articulation policies, practices, and system agreements, program-specific articulation agreements are developed as needed. These specific agreements shall conform to the provisions of this executive policy and be documented in formal written agreements signed by the Chancellors of the participating units.

M. **Coordination and Communication** **(From II, B, 6 Coordination and Communication. p. 4)**

Changes in degree requirements and other academic policies at one campus, college, or program which affect students transferring from other campuses, colleges, or programs **must** involve **prior consultation** with entities affected by the changes. Those making major changes in degree requirements shall allow other UH campuses, colleges, and programs sufficient time to consider appropriate action. 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. (last sentence is new)

N. **Student Responsibilities** **(New)**

Smooth and informed transfer can only be effective with the active involvement of the student. Information is available and students must be willing to avail themselves of that information. As active partners in the advising process, students are expected to seek out information regarding programs/majors, create an educational plan, and see an advisor/counselor regularly for academic advising.

O.   **Students in Progress (From II, B, 7 Students in Progress. p. 4)**

Campus, college, or program curricular changes must be made under the auspices of a "Hold Harmless" policy. Students who maintain continuous enrollment in an articulated program of study will not be required to modify their program of study to accommodate changes in academic policy and curriculum in campuses, colleges, or programs that occur during their program of study. Provision may be made for medical or other emergency exceptions to continuous enrollment by appeal to the appropriate administration at the campus involved.

III.   **TRANSFER OF COURSES AND CREDITS (From IV, B The Transfer & Applicability of Academic Credit. p. 6)**

A.   **Policy Objectives**
1.   To facilitate the smooth and informed transfer of courses and credits from one UH campus, college or program to another, while ensuring that the process is guided by nationally recognized, sound academic principles and best practices (see Appendix 1). From III, B. p. 4)

2.   To establish policy guidelines and administrative procedures for the maintenance and support of program specific articulation agreements within the UH system. (From III, D. p. 5)

B.   **Policies**

1.   Academic courses that are comparable in nature, content, and level offered by the receiving campus are transferable. (From IV, B. p. 6)

2.   With the exception of the AA degree that fulfills admission and general education core (basic/area or foundations/diversification), the final authority and responsibility for determining the applicability of transfer credits to specific campus requirements resides with the receiving campus. (From IV, B. 4 second paragraph. p. 7)

3.   Courses numbered 1 - 99: Generally, within the UH system credit for courses numbered 1 - 99 are not transferable to a baccalaureate-level program unless such credit is specifically applicable to a degree. (From IV, B, 1 Courses Numbered 1-99. p. 6)

4.   Courses numbered 100 - 499: Generally, within the UH system credit for courses numbered 100 - 499 are transferable, but credit may not always be applicable to specific degree or program requirements. (From IV, B. 2 Courses Numbered 100-499, a Liberal arts courses, b Non-liberal arts courses. p. 6, 7)

5. Within the UH system, credits earned with a grade of "D" (not "D-) or better will transfer. The student's grade point ratio (GPR) is not transferable from one campus to another. (From IV, B, 5 Credits and Grades. p. 8)

6. A UH Associate in Arts degree (AA) degree is accepted as fulfilling lower division general education core (basic/area or foundations/diversification) requirements at all UH baccalaureate degree-granting institutions. (From IV, B, 3 The Applicability of the University of Hawaii Associate in Arts Degree. p. 7)

    a. In the rare case when the credits associated with a course fulfilling a general education requirement are not accepted for transfer by a receiving campus, the requirement is still considered to have been met. (From IV, B, 3, c. p. 7)

    b. The AA fulfills lower division general education core (basic/area or foundations/diversification); however, up to twelve additional lower division credits may be required to meet unique degree program or college program requirements. (From Appendix C, p. 24 II. Baccalaureate Degree C.3.)

7. Classes duly designated as Writing Intensive (W) on any campuses within the UH system and numbered 100 - 499 are recognized as fulfilling W requirements on all campuses within the system. This policy applies even in the rare case when a receiving campus does not accept the credit hours associated with a W class. (The W designation is determined in accordance with the articulation process established and promulgated as *Procedures and Policies for University of Hawai'i Writing-Intensive Programs to Provide for Inter-Campus Articulation of Writing-Intensive Course Designations. April 1988*) (From IV, C, 1 Writing Intensive (WI) Requirements. p. 8-9)

8. The transfer of courses carrying other general education designations may occur by agreements between campuses e.g. the Multicampus Foundations agreements. (New)

9. In selected programs, it may be appropriate to develop articulation agreements that cover the applicability of academic credits towards meeting specific major requirements. Committees comprised of faculty and staff from the participating programs and campuses develop these agreements. (From V, C, 3d, p. 13)

The appropriate campus Chancellors must sign formal program articulation agreements between major units of the University. Such agreements should contain provisions for periodic review and revision. **(From V.Lead Responsibilities and Procedures, 3. Specific Responsibilities, d. Specific program/major articulation, p. 13)..**

IV.   TRANSFER OF STUDENTS

A.   Policy Objective

To establish policy guidelines and administrative procedures for the smooth and informed transfer of students between schools, colleges and degree programs within the UH system. (new)

B.   Policies

1.   Transfer students may be admitted based on the following provisions:

   a.   **UH Mânoa and Hilo**: Generally speaking, transfer students will be admitted to UH Mânoa or Hilo (From IV, A UH Manoa and UH Hilo. 1. p. 5)

   1)   upon completion of requirements for admission and notification of acceptance; or, (From IV, A, 1 a. p. 5)

   2)   upon completion of at least 24 credits in college-level courses with a cumulative GPR of 2.0 or higher, as computed in a manner consistent with the receiving campus and providing the courses meet requirements for admission to the program at the campus to which the student wishes to transfer; or (From IV, A, 1 b. p. 5)

   3)   upon completion of an Associate in Arts (AA) degree from a UH   Community College. The AA degree affords admission to UH Mânoa or Hilo, but not necessarily into the program of the student's choice. Admissions to specific colleges, programs, or majors at UH Mânoa and Hilo may require satisfaction of additional admissions requirements. (From IV, A, 1 c. p. 5; deleted reference to AA degree criteria; last sentence is new)

   b.   **UH- West O'ahu**: Students may transfer to UH-West O'ahu upon the completion of an AA degree or upon successful completion of 55 credits in college-level transfer courses. Transferring students

who have not completed an Associate in Arts degree will be required to fulfill the UH-West O'ahu undergraduate general education requirements. (From IV, A 2 UH West Oahu. p. 6)

    c.   **UH Community Colleges**: Students who are either high school graduates or at least 18 years of age may transfer to a University of Hawai'i Community College from any accredited college or university regardless of the number of credits completed. (From IV, A 2 UH Community Colleges. p. 6)

2.   Students who transfer from one University of Hawai'i campus to another must satisfy the general education, program, and graduation requirements of the campus from which they wish to graduate. The requirements that apply shall be those in force at the time the student entered the UH system, provided that the student has maintained continuous enrollment since that time, and does not elect to graduate under requirements adopted more recently by the campus. (From IV, C. 2.Applicable General Eduction Core Requirements p. 9)

3.   Students who complete the Associate in Arts degree at a UH system campus and who transfer to another UH campus must complete any upper division general education, program, or graduation requirements for that campus. The requirements that apply shall be those in force at the time the student entered the UH system, provided that the student has maintained continuous enrollment since that time, and does not elect to graduate under requirements adopted more recently by the campus. (From IV, C. 2 Applicable General Education Core Requirements. p. 9)

4.   Except as modified by an established articulation agreement, school, program or college requirements applicable to students will be those in effect when students first entered the school, program, or college from which they wish to graduate. (From IV, C. 2 Applicable General Education Core Requirements. p. 9)

5.   Each campus may set its own specific residency requirements, which should normally not exceed 45 semester credit hours. However, students must meet the graduation requirements of a given program or college, which may exceed 45 semester credit hours. (From IV, C, 3 Academic Residency. p. 9)

6.   Students on academic suspension from a UH campus may either sit out the semester they are suspended or attend another college or university. Students who choose to attend another accredited college or university and

wish to return to UH must meet the admission requirements of the UH campus to which they wish to return. (From IV, C, 4 Academic Suspension. p. 9)

V. LEAD RESPONSIBILITIES AND PROCEDURES (From V. p. 10)

A. Executive Responsibility (From V, A Executive Responsibility. p. 10)

Executive responsibility over course and student transfer differs as a function of whether transfer is *within* a campus (i.e., from one college, school, or degree program to another college, school, or degree program on the same campus) or *between* campuses of the UH system. (New)

1. Executive responsibility for implementing this policy and fostering practices that facilitate informed course and student transfer *between* campuses of the UH system rests with the Chancellors of each campus. Chancellors, or their designees, are responsible for ensuring that all relevant information is transmitted in a timely fashion to all system campuses as well as to the Office of the Vice President for Academic Planning and Policy. (From V. A. Executive Responsibility, p. 10)

The Office of the Vice President for Academic Planning and Policy is responsible for supporting coordination and communication of articulation activities and practices, ensuring transparent information flow between campuses, and maintaining records of articulation policies and practices which are developed within and between campuses. (New)

2. Executive responsibility for implementing this policy and fostering practices that facilitate informed student transfer between colleges, schools, and degree programs *within* a campus belongs to each campus's Chancellor. The Chancellor's office is responsible for supporting coordination and communication of articulation activities and practices, ensuring transparent information flow on the campus, and maintaining records of articulation policies and practices as they are developed. (New)

B. The University Council on Articulation (UCA)

1. Charge and Purpose (From V, C, 2 Charge and Purpose. p. 11)

UCA is the University's official forum for hearing and determining mechanisms for resolving operational issues related to the implementation of this policy. The UCA

a.   Oversees and coordinates the UH system articulation process; (From V, C, 2 a. p. 11)

b.   Oversees maintenance and dissemination of an inventory of articulated UH courses and programs; and (From V, C, 2 b. p. 11)

c.   Hears appeals as provided for in this policy. (From V,C, 2b, p. 11)

Campuses are responsible for forwarding written requests for clarification of specific articulation issues to the University Council on Articulation. through the Office of the Vice President for Academic Planning and Policy (OVAPP) (From V. F. Policy Clarification, Dispute Resolution and Appeals, p 16-17)

Should any campus wish to appeal a determination on articulation of a particular course made by a second campus, the appeal should be made to the UCA, which will provide procedures for hearing such appeals and resolving the disputes. (From V. F. Policy Clarification, Dispute Resolution and Appeals, p 16-17)

Decisions of the UCA that resolve specific articulation issues are final unless appealed in writing to the Vice President for Academic Planning and Policy. (From V. F. Policy Clarification, Dispute Resolution and Appeals, p 16-17)

Campuses are responsible for forwarding written requests for clarification of policy issues to the Council of Chief Academic Officers (CCAO) through the Office of the Vice President for Academic Planning and Policy (OVAPP). (From V. F. Policy Clarification, Dispute Resolution and Appeals, p 16-17)

Decisions of the CCAO on policy issues are subject to promulgation by the President. If either the UCA or the CCAO are unable to reach agreement, the matter is placed before the Vice President for Academic Planning and Policy or the President for final resolution. (From V. F. Policy Clarification, Dispute Resolution and Appeals, p 16-17)

Should any student wish to appeal a transfer decision made by a college, school, or campus, such appeal will follow established campus procedures. (From V, C, 3 a 3rd paragraph. p. 11)

Recommendations of the UCA are made to the Council of Chief Academic Officers (new).

2. **Members, Chair, and Meetings.**

Members of the UCA are appointed by the Vice President for Academic Policy and Planning in consultation with the Chancellors and Chief Academic Officers. The Chancellors are encouraged to identify and recommend members from among faculty and academic administrators in consultations with appropriate campus faculty governance bodies.

The UCA shall be comprised of: (New)

a. four members from the community colleges,
b. one member each from UH Hilo and UH-West O`ahu,
c. four members from UH Manoa,
d. two members from the Council of Chief Academic Officers,
e. two undergraduate student members (one each representing the community colleges and the baccalaureate degree granting campuses), and
f. one non-voting faculty liaison representing the All Campus Council of Faculty Senate Chairs.

Faculty are to serve staggered three-year terms. The Vice President for Academic Planning and Policy or designee shall convene the meeting of the UCA.

C. **UH System Academic Advising and Transfer Network**

The purpose of this Network is to promote the dissemination of information among UH campuses pertaining to student transfer. The Network serves as a forum to exchange and share information about transfer practices across the UH system and identify issues or concerns that may impact the smooth and informed transfer of students. This group will work with the Office of the Vice President for Planning and Policy to develop common communication tools (e.g., websites, handouts) to inform and guide students in the transfer process. Recommendations of the Network are made to the Council of Chief Academic Officers. (New)

The Network consists of two representatives from each UH campus: one advisor/counselor and one transfer specialist. The Network will select co-chairs: one from a baccalaureate degree-granting campus and one from a community college. (New)

The Office of the Vice President for Planning and Policy arranges for regular meetings of this Network   In addition, OVAPP provides an opportunity for all UH academic counselors, advisors, and transfer specialists to meet yearly in order

to network and exchange information about degree, program, or college requirements on each system campus. (new)

D.   Campus Responsibilities

1.   Advising and Counseling (New)

It is the responsibility of each campus to be current with articulation and transfer policies of programs, colleges, and campuses across the system and to have practices in place to fully inform students of what they need to navigate smoothly through the system.

2.   Proactive Communication and Coordination (New)

Department/Division Chairs and coordinators of all programs, colleges, and campuses are expected to communicate and coordinate with other units in the system to discuss degree expectations, curriculum, and to exchange information on significant proposed changes in the curriculum as they are considered. Current lists of articulated UH courses and those that meet General Education requirements are forwarded to the Office of the Vice President for Academic Planning and Policy for web display.

3.   Inter-campus Agreements (New)

Programs, colleges, and campuses are encouraged to enter into transfer and articulation arrangements with their counterparts at other units and to communicate these agreements widely across the UH System.

E.   System Office Responsibilities (New)

1.   List of Articulated Courses and Programs

It is the responsibility of the Office of the Vice President for Academic Planning and Policy to maintain a systemwide web-based articulation/transfer information system based on updates provided by each campus.

2.   Support for Multi-campus Communication and Coordination (New)

Ensuring informed and smooth transfer of students throughout the UH system requires significant communication and coordination across campuses. Regular and frequent meetings of professional and disciplinary colleagues are needed to initiate and maintain working relationships and full understanding of program, college, and campus requirements. The

level of communication and coordination should be supported by the Office of the Vice President for Academic Planning and Policy in the form of appropriate technological assistance as well as fiscal support for needed onsite meetings.

3. **Institutional Research** **(From V, G Institutional Research. p. 17)**

Implementation of the executive policy will be accompanied by on-going institutional research to track patterns of student progress across the UH system with special attention to the progress of transfer students. It is expected that responsibility for such research will be divided appropriately between the Office of the Vice President for Academic Planning and Policy and the individual campuses. The System office will track overall student movement across the system and the individual campuses will monitor student entry into their respective programs.

Appendix I

Joint Statement on the Transfer and Award of Credit (12/01)