

# 7

## ARTICULATION

Fair, clear, and accessible articulation policies are critical because over 40% of degree-seeking undergraduates are transfer students from other institutions. (Mānoa Institutional Research Office, Fall 2018) Accurate advising, quick transfer course evaluations, and a comprehensive transfer database are essential.

Implementation of the 1999 GenEd requirements resulted in frequent changes to articulation policies. This makes accurate student advising difficult. Faculty should encourage students to visit a knowledgeable School/College advisor (rather than their “major” advisor) to discuss their GenEd requirements.

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### A. System Articulation

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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 GenEd 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 is described below.

In general, students can take approved courses at other UH campuses and have those courses satisfy UHM GenEd requirements. Courses that carry a Foundations, Diversification, and/or W Focus designation at the sending campus will be accepted as fulfilling that requirement(s) at UHM. Similarly, courses that carry a HAP Focus will transfer from the UH campuses that participate in the HAP Multicampus agreement.

The UHM GenEd 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 degree from a UH Community College have completed all UHM GenEd Core requirements (i.e., Foundations and Diversification); however, those students are still required to complete GenEd Special Graduation requirements (i.e., Focus and Hawaiian/Second Language) as well as Major and College/School requirements (E5.209, Section III.B.2). An MOA modifying E5.209 (see [www.hawaii.edu/offices/app/aa/articulation/JI\\_MOA.pdf](http://www.hawaii.edu/offices/app/aa/articulation/JI_MOA.pdf)) was approved in 2010 and states that students who complete the Foundations and/or Diversification component of the General Education requirements at one campus prior to transferring will be considered to have fulfilled those same requirements at any other UH campus. Fulfillment of one or both components of the GenEd Core are indicated in students' Academic Journey in STAR.

**What follows covers different components of GenEd. 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 UH Systemwide Foundations Group 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 other participating campuses as such without additional Foundations review. (Courses may still be reviewed by the receiving campus to determine whether the campus has a course that is equivalent in content.)

Articulation-agreement documents and summaries from past meetings of the UH Systemwide Foundations Group are available online (<http://www.hawaii.edu/offices/app/aa/foundations.html>). The UH Systemwide Foundations Group is currently comprised of the chairpersons of the Foundations Boards of each campus. The Group is responsible for sharing information across the System. The UHM Foundations

Board chair is responsible for sharing multicampus information with UHM OVCAA and the GEO. As of Fall 2018, all ten UH campuses participate in the program-level articulation agreement.

## **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] unless the Diversification designation given by the sending campus is different from the one given by UHM. In that case, UHM will accept the sending campus's Diversification designation [09/17/08]. Some non-equivalent UH System courses have been approved by the GEC as satisfying one of UHM's Diversification requirements. Approved courses can be found on the transfer credit database at [www.hawaii.edu/transfereadbase](http://www.hawaii.edu/transfereadbase).

Below is the official Diversification articulation process and policy, established in Spring 2004 [5/24/04] and updated in Fall 2005 [12/29/05].

### **Start of official document**

#### **Procedures**

- A. When UHM judges that a UH course is equivalent to a UHM course, that UH course automatically receives the Diversification designation of its UHM equivalent.<sup>1</sup>
- B. When a UH course has no equivalent UHM course, a UH-system campus may request that its course articulate as satisfying a UHM Diversification requirement by following these steps:
  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).<sup>2</sup> (Course syllabi and catalog descriptions are necessary to determine the Diversification designation.)
  2. The Mānoa OVCAA will be responsible for having the course reviewed and approved by the Mānoa General Education Committee (GEC)<sup>3</sup> for a Diversification designation.
  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.
  4. The approved courses, their Diversification designations, and their effective dates will be posted on a system database.<sup>4</sup>
  5. 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.

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<sup>1</sup> Note: In cases where the sending campus's Diversification designation differs from the UH Mānoa equivalent course, Mānoa will honor the sending campus's designation.

<sup>2</sup> The Task Force on Articulation in Spring 2010 decided that all System articulation requests should be routed through the Office of Undergraduate Education rather than through the Office of the Vice Chancellor for Academic Affairs.

<sup>3</sup> The Diversification Subcommittee currently handles the review/approval.

<sup>4</sup> This is the UH transfer database, found at [www.hawaii.edu/transfereadbase](http://www.hawaii.edu/transfereadbase).

## 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. The GEC also agreed that an instructor's HAP or W Focus approval from another UH campus would be transferable to UHM [2/24/10].

**E & O:** No procedure for E and O articulation currently exists. Consequently, E and O requirements cannot be met by taking a course offered by any other campus (effective Summer 2005). Students who enter the UH System in Fall 2011 or later must complete all Focus requirements to graduate from Mānoa (see [www.hawaii.edu/offices/app/aa/UHM\\_Focus\\_Proration\\_Policy.pdf](http://www.hawaii.edu/offices/app/aa/UHM_Focus_Proration_Policy.pdf)). There will be no Focus proration for System transfer students, although non-system proration will still exist.

Previous policies: Students who entered UH between Fall 2002 and Fall 2004 had several options: (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. Students who entered UH between Spring 2005 and Summer 2011 had their E and O Focus requirements prorated: those who transferred with 55-88 credits were required to fulfill only one of the two requirements, and those who transferred with 89+ credits had both requirements waived.

**H:** Students can satisfy the HAP Focus requirement by taking a HAP course at another UH campus. A HAP articulation agreement for UH campuses was approved in 2008, and currently nine campuses are participating: Hawai'i CC, Honolulu CC, Kapi'olani CC, Kaua'i CC, Leeward CC, UH Maui College, UH Mānoa, UH West O'ahu, and Windward CC. (Articulation agreement and portfolios are available online at [www.hawaii.edu/offices/aa/aapp/HAP.html](http://www.hawaii.edu/offices/aa/aapp/HAP.html).)

Effective with Spring 2009 courses, participating campuses are accepting each other's campus-designated HAP courses as fulfilling a HAP requirement. (Summer 2008 and Fall 2008 courses are being handled on a case-by-case basis; see the GenEd website for

details.) Non-participating UH campuses (UH Hilo) will continue to send articulation requests and proposals to the receiving campus(es) as they have done in the past.

**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. This includes American Sign Language, which is not offered at UHM. The Admissions Office and the College of LLL handle course evaluations for HSL.

#### **A.5. Timeline of System Articulation Agreements**

##### **Foundations**

- S02: Grandfathered "Basic Skills" courses to satisfy a UHM "F" requirement.
- S03: UH courses approved through 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 that 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.
- S09: UH West O'ahu joins the multicampus Foundations agreement; Kaua'i CC's proposal is provisionally approved.
- F09: Kaua'i CC's proposal is approved.
- S10: An MOA modifying E5.209 is approved. It states that students who complete the Foundations/Basic component of the General Education requirements at one campus prior to transferring will be considered to have fulfilled the same requirement at any other UH campus.
- SS10: Website of Foundations courses approved/offered by each campus is created. (See [www.hawaii.edu/offices/app/aa.html](http://www.hawaii.edu/offices/app/aa.html).)

F17: Hawai'i CC and UH Hilo join the multicampus Foundations agreement and adopt the Foundations requirements as part of their GenEd Core, effective Fall 2018.

### **Diversification**

- S02: GEC approves over 1,400 UH courses as satisfying a UHM "Div" requirement.
- S04: Diversification articulation procedures are approved (course-by-course articulation).
- F08: December memo sets a new Mānoa policy, which grants students the sending campus's Diversification designation in cases where Mānoa's Diversification designation for the same course differs.
- S10: An MOA modifying E5.209 is approved. It states that students who complete the Diversification/Area component of the General Education requirements at one campus prior to transferring will be considered to have fulfilled the same requirement at any other UH campus.
- F17: Hawai'i CC and UH Hilo adopt Diversification requirements as part of their GenEd Core requirements.

### **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: Extended interim policy (S02 policy) through SS04. Created policy for F01-S02 entering students: UH transfer students subject to non-system prorate schedule, but they may also transfer approved UH courses.
- F03: Established a prorate schedule for System transfer students.
- S04: Extended interim policy (S02 policy) thru F04.<sup>1</sup>
- F04: Extended 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.
- S09: HAP program portfolios approved for Kaula'i CC, Maui CC (now UH Maui College), and UH West O'ahu (effective Spring 2009).
- F10: Prorate schedule for System transfer students is discontinued, effective with students who enter the UH System in Fall 2011 or later.
- F18: HAP program portfolio approved for Hawai'i CC and UH Hilo, effective Fall 2018.

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<sup>1</sup> 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.

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## B. Non-System Articulation

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### **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.

Admissions handles course evaluation by reviewing catalog descriptions and syllabi when feasible [12/02/04]. When Admissions needs advice, departments advise on course equivalencies. The Foundations Board and/or Diversification Subcommittee advises on GenEd designations when there is no equivalent UHM course. After a course review, the Transfer Credit database indicates how the non-UH course will articulate. This articulation decision is effective for a minimum of five years and will be reviewed thereafter when a new articulation request for that course is made.

In Spring 2019, the GEC also voted to approve the alignment of learning outcomes of Foundations and Diversification with the learning objectives of the nine areas of the WICHE Interstate Passport network, a national transfer and articulation agreement. The Interstate Passport allows seamless transfer of GenEd credits between member institutions. UH Mānoa will submit its application to become a WICHE Interstate Passport institution pending the Provost's approval, joining Leeward CC and UHWO.

### **B.2. Focus (Graduation)**

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

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

E, O, W: Non-System transfer students have prorated requirements for E, O, and W areas. Prorated requirements are as follows:

Number of accepted non-UH credit hours	Number of courses needed in each Focus area			
	W	H	E	O
0-36	5*	1	1	1
37-54	4*	1	1	1
55-88	3*	1	1 E Focus course <i>OR</i> 1 O Focus course	
89+	2*	1	0	0

\* At least two "W" courses must be numbered at the 300- or 400-level.

### **B.3. Hawaiian/Second Language (Graduation)**

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

The Admissions Office handles course evaluation by reviewing catalog descriptions and syllabi when feasible [12/02/04]. When Admissions needs advice, the College of Languages, Linguistics, and Literature (LLL) advises on course equivalencies and/or HSL designation. After a course has been reviewed and a decision has been made, the Transfer Credit database indicates how the non-UH course will articulate.