

# 9

## 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 current Gen Ed requirements in 1999 resulted in frequent changes to articulation policies. Faculty should encourage students to visit a knowledgeable School/College academic advisor (rather than their major advisor) to discuss their Gen Ed 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 Gen Ed program description to the BOR in 2000, a brief System articulation plan was included (see *Attachment B* in chapter 12, *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 Gen Ed requirements. Courses that carry a Foundations, Diversification, HAP, and/or W Focus designation at the sending campus will be accepted as fulfilling that requirement(s) at UHM.

The UHM Gen Ed faculty groups also assist with articulation as requested by administration. They are bound by UH Executive Policy 5.209, *Student Transfer and Inter-campus Articulation*. E5.209 states that students who transfer to UHM with an Associate of Arts degree from a UH Community College have completed all UHM Gen Ed Core requirements (i.e., Foundations and Diversification); however, those students are still required to complete UHM Gen Ed Special Graduation requirements (i.e., Focus and Hawaiian/Second Language), as well as Major and College/School requirements. 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 Gen Ed Core are indicated in students' Academic Journey in STAR.

**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 UH Systemwide Foundations Board 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 UH 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 Board are available [online](#). The UH Systemwide Foundations Board is currently comprised of the chairpersons of the Foundations Boards of each campus, along with representatives from the UH System and UHM's General Education Office. The Board is responsible for sharing information across the System. The UHM Foundations Board chair is responsible for sharing multicampus information with UHM OVPAAE and the GEO. As of Fall 2018, all ten UH campuses participate in this program-level articulation agreement.

**A.2. Diversification (Core)**

Any UH System course deemed equivalent to a UH Mānoa course will meet the Diversification requirement that the Mānoa 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 UH System courses without a UHM equivalent have been approved by the GEC and more recently, by the sending campuses, as satisfying one of UHM's Diversification requirements. Approved courses can be found in the [transfer credit database](#).

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.

### **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.<sup>5</sup> (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.<sup>6</sup>

## **End of official document**

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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 (renamed to the Office of Student Academic Success in 2021) rather than through the Office of the Vice Chancellor for Academic Affairs (renamed to the Office of the Vice Provost for Academic Excellence in 2021).

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

<sup>4</sup> This is the [UH transfer database](#).

<sup>5</sup> Currently, each UH-System campus evaluates their own courses for Diversification designation. Approved designations articulate to the other UH campuses, even if the receiving campus has an equivalent course with a different Diversification designation.

<sup>6</sup> In practice, once a Diversification designation is granted, it remains unless there is clear reason to remove it. Designations are reviewed if/when other course modifications are requested or when the department asks for a Div designation change.

### **A.3. Focus (Graduation)**

Traditional “course equivalency” is not a factor in UH System articulation relating to Focus requirements. Instead, the GEC 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, UHM E and O requirements cannot be met by taking a course offered by any other UH campus (effective Summer 2005). Furthermore, 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 still exists.

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-designated course at another UH campus. A HAP articulation agreement for UH campuses was approved in 2008 (Articulation agreement and portfolios are available [online](#).)

Effective with Spring 2009 courses, participating campuses accepted each other’s campus-designated HAP courses as fulfilling a HAP requirement. (Summer 2008 and Fall 2008 courses are handled on a case-by-case basis.) Non-participating UH campuses continued to send articulation requests and proposals to the receiving campus(es) until they signed on to the articulation agreement. (Note that similar requirements (e.g., UH Hilo’s Hawai’i/Pan Pacific (HPP) requirement, Maui’s Hawai’i Emphasis (HI)) are not considered to fulfill Mānoa’s HAP Focus requirement.)

**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 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. The Office of Admissions and the College of Arts,

Languages and Letters (formerly the College of Languages, Linguistics and Literatures) 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, Kapiʻolani CC, and UHM.
- S07: Leeward CC and Windward CC join the multicampus Foundations agreement.
- S08: Maui CC joins the multicampus Foundations agreement; UH West Oʻahu submits a proposal to join.
- S09: UH West Oʻahu joins the multicampus Foundations agreement; Kauaʻi CC’s proposal is provisionally approved.
- F09: Kauaʻi 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.<sup>1</sup>
- F17: Hawaiʻi CC and UH Hilo join the multicampus Foundations agreement and adopt the Foundations requirements as part of their Gen Ed 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.

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<sup>1</sup> This webpage was changed to multiple Google Sheets when the [Systemwide Foundations Board site](#) was redesigned as part of the VPAA (now called Vice President for Academic Strategy, or VPAS) website redesigns in 2019 and 2021.

F17: Hawai'i CC and UH Hilo adopt Diversification requirements as part of their Gen Ed Core requirements.

### **Focus**

- S02: 1-year interim policy: F02-S03 entering students may (a) use non-system prorated 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 prorated schedule, but they may also transfer approved UH courses.
- F03: Established a prorated 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 Kaua'i CC, Maui CC (now UH Maui College), and UH West O'ahu (effective Spring 2009).
- F10: Prorated 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, 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 Board advises on Gen Ed 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 voted to approve the alignment of learning objectives of Foundations and Diversification with the learning objectives of the nine areas of the WICHE Interstate Passport network, a national transfer and articulation agreement which allows seamless transfer of Gen Ed credits between member institutions. In AY20, UH Mānoa became a WICHE Interstate Passport institution, joining Leeward CC and UHWO. However, in 2023, WICHE made the decision to sunset the program and instead focus efforts on the development of evergreen resources to help institutions address transfer and articulations issues and develop transfer agreements and policies.

### **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 Office of Admissions handles course evaluation by reviewing catalog descriptions and syllabi when feasible [12/02/04]. When Admissions needs advice, the College of Arts, Languages and Letters 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.