EXECUTIVE MEMORANDUM NO. 06-05

TO:       Vice Presidents
          Chancellors
          System Administration
          Executive Administrator and Secretary of the Board of Regents
          State Director for Career and Technical Education

SUBJECT:  UPDATED EXECUTIVE POLICY E5.209, UNIVERSITY OF HAWAI‘I SYSTEM
          STUDENT TRANSFER AND INTER-CAMPUS ARTICULATION

I am hereby promulgating an updated Executive Policy E5.209, University of Hawai‘i
System Student Transfer and Inter-Campus Articulation. The intent of this update is to affirm the
University’s commitment to make transfer a smooth and transparent process for students.

The original Executive Policy E5.209 was promulgated in March 1989 and revised in July
1994 and June 1998. Updates and revisions are summarized below and grouped by the major
sections of the executive policy.

INTRODUCTION:

No changes.

PRINCIPLES AND ASSUMPTIONS:

• Reaffirms that the different campuses of the UH System have different missions to
  meet the varying educational needs of the people of Hawai‘i.
• Clarifies that curriculum is not static and courses and degree programs change in
  response to changes in the fields of study or to an assessment process.
• Adds a focus on transparency, i.e. to facilitate transfer of students and courses
  across a dynamic academic system, communication across campuses must be
  regular and thorough, and accurate information must be readily accessible.
• Clarifies that campuses are a confederation of schools, colleges, and degree
  programs, and student transfer is best understood as movement between schools,
  colleges and degree programs rather than between campuses.
• Emphasizes that students must be actively involved and responsible for their role in
  the transfer process.
POLICIES:

- Adds multi-campus articulation agreements as another avenue for articulation and transfer among UH campuses.
- Reaffirms that completing the AA from a UHCC fulfills admission and lower division general education core requirements at all UH baccalaureate degree-granting institutions.
- Clarifies that lower division general education requirements refer to basic/area requirements at UH Hilo and diversification/foundations requirements at UH Mānoa.
- Reaffirms the necessity of prior consultation with other campuses affected by proposed course/curriculum changes before a final decision is made by the originating campus.
- States that campuses implementing curricular changes that impact other campuses must provide at least one full academic year between notification and implementation of the approved change.

LEAD RESPONSIBILITIES AND PROCEDURES:

- Clarifies the executive responsibilities for course and student transfer.
- Reaffirms the role of the University Council on Articulation (UCA) to oversee and coordinate the UH system articulation process.
- Clarifies the membership, terms, and convener of the UCA.
- Establishes the UH System Academic Advising and Transfer Network to promote dissemination of information among UH campuses related to student and course transfer.
- Establishes the role of campuses in advising and counseling, proactive communication and coordination, and in developing inter-campus agreements.
- Establishes the role of the UH System in maintaining a system-wide web-based articulation/transfer information system, providing support for multi-campus communication and coordination, and tracking patterns of transfer student progress across the UH system.

This policy reflects current practice and was updated by a system-wide subcommittee of the UCA. The updated policy has been approved by UCA (12/9/05) and the Council of Chief Academic Officers (3/15/06).

This updated policy supersedes Executive Policy E5.209 dated June 1998 and transmitted via Executive Memorandum 98-8 dated June 23, 1998. Like all executive policies, it is subject to review and revision following a period of implementation.

Your active support to implement the spirit and provisions of this updated policy are critical as we work to improve student success among our campuses. We all have a special responsibility to assist students to achieve their educational goals.

David McClain

Enclosure