



## President of the Faculty Senate

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TO : Faculty Senate  
FROM: Andrew Wright, President of the UALR Assembly and Faculty Senate  
SUBJECT: Transfer Process (including UALR Core Curriculum)  
DATE: October 22, 2015  
NUMBER: FSM-2015-3

### Executive Summary:

1. Processes that are already in place for course transfer from 5/6/2005 should continue as they have been done since that date. Existing articulations remain in place.
2. All curricular areas in the UALR General Education Core are satisfied by students who have completed a designated transfer degree. The Office of Transfer Student Services (OTSS) can make these substitutions.
3. If a course is in the Arkansas Course Transfer System (ACTS) and the equivalent UALR course satisfies a curricular area in the UALR General Education Core, OTSS can apply that course to satisfy that core curricular area.
4. If a course is not in ACTS but satisfies a State Minimum Core (SMC) curricular area at the sending institution, OTSS can apply this course to satisfy the appropriate curricular area in the UALR General Education Core.
5. (Interpretation of Legislation) If a course is transferred from outside the institutions governed by ACTS and SMC, no approved process has been established. Existing processes that were established to handle core transfer prior to the establishment of the UALR General Education Core will remain in place until a process can be approved to replace the existing process.
6. Persistent Decision Making: When a department makes a course substitution decision, it should also indicate whether this decision applies to all subsequent identical course substitutions and how many semesters these decisions should persist.
7. (Interpretation of Legislation) The terms “articulation” and “articulation agreement” mean any formal agreement between UALR and one or more parties outside the institution.

There are two major areas regarding transfer of courses:

1. Course Transfer: the mapping between a course transferred to UALR and the equivalent UALR course
2. Core Transfer: the satisfaction of one of the Curricular Areas in the UALR Core Curriculum:
  - Communication – Written
  - Fine Arts
  - Social Sciences

Humanities  
U. S. History/Government  
History of Civilization  
Mathematics  
Science  
Communication – Spoken  
Interdisciplinary Studies

### **Review of Legislation and Authority**

Course transfer in Arkansas is governed globally by ACA Section 6-61-231. Whatever UALR puts into place regarding Arkansas public institution transfer must be compliant with that law.

On transfer of courses, several pieces of Faculty Senate legislation have been passed, many of which relate to how to process credit from sources other than institutions of higher education (ACE/military – 12/5/2008, International Baccalaureate – 3/16/2007, Advanced Placement – 9/15/2000, and standardized tests for credit – 10/24/1972). There is a policy governing how to handle D's on transfer (3/16/2004) and departmental authority to modify transfer (Transflex – 5/4/2012). With the revisions to the undergraduate degree requirements and the implementation of ACA 6-61-231, requirements have become either general education requirements or program requirements (i.e. minor and second languages became program requirements and fell under the department's default authority to modify program requirements). The authority over articulation agreements and prerequisite tests was established in 5/6/2005.

From the context of all the actions in the 5/6/2005 meeting, it is clear that the terms “articulation” and “articulation agreement” mean any formal agreement between UALR and one or more parties outside the institution.

The authority over course substitutions, where the department unilaterally decides to substitute a transferred course for one of their courses, remains with the department offering the course. The department can, if it chooses, make these decisions on an ad-hoc basis or it can make them persistent. For the smooth running of the university, it would be useful for departments to classify their decisions into one of three categories: one-time decision, good for the academic year, or good for N years (N being a number between 2 and 10). If these classifications can be reported to the Office of Records and Registration on each decision, then students who come to UALR in subsequent terms can benefit from a rapid turn-around on their transcript substitutions, since persistent decisions will not have to be made over-and-over again. These substitutions can also be publicized and can assist in recruiting.

The Admission and Transfer Credit Committee (ATCC) was formed in 9/29/1988 and revised in 1/30/2009 and 1/22/2010. Its current areas of responsibility are “establishing and maintaining appropriate standards for admitting students to UALR and accepting transfer credit and hearing appeals from applicants for admission and from students concerned with transfer credit.” This committee does not directly assign transfer credit substitutions. It should only be involved in developing policies to be approved by the Faculty Senate. With the creation of the Council on Core Curriculum and Policies in 8/30/2013, the authority over maintaining criteria over curricular areas and approving courses for inclusion and retention in the UALR Core Curriculum was assigned to that body.

When it was formed, the ATCC made decisions regarding course and core substitutions. In reviewing legislation, no body has formally been assigned the authority over core substitutions. Therefore, the authority is retained to the Faculty Senate until it delegates that authority to the appropriate body.

The new UALR Core Curriculum (FS\_2012-13\_10) and related Degree Requirements (3/15/13) had their implementation date delayed to January 2015 in FS\_2013\_14. The Degree Requirements were modified in FS\_2014\_19 and the implementation date for the “upper level skills courses” was pushed back in FS\_2014\_30. The general education for associate degrees were replaced in FS\_2014\_34. The Second Language Requirement status was clarified in memo FSM-2015-2.

The Council on Core Curriculum and Policies interpreted the details in FS\_2013\_14 and reported this interpretation to the Faculty Senate in the minutes of the 5/1/2015 meeting.

*The Core Council discovered that in the move from the previous core to the UALR Standard Core and College Core that there was ambiguity surrounding the date of implementation. We have approved the following policy regarding the implementation of the UALR Standard Core and College Core:*

*This policy applies to core courses for the UALR college core and standard core. The UALR college core and standard core went into effect on Jan. 2015.*

*Therefore only the courses approved for the UALR college core and standard core (implemented in January 2015) satisfy the core requirements. Courses approved after the implementation date of the UALR college core and standard core (January 2015) are approved for the next academic year following the semester of approval.*

The “Core Reciprocity Legislation” (FS\_2014\_28) passed on 11/14/2014 supersedes previous core transfer legislation and provides the determination of how to handle (hopefully) all core transfer cases. The legislation is reproduced here verbatim for clarity.

### Core Transfer Reciprocity Policy

1. Transfer students from public Arkansas institutions shall be deemed to have met all UALR core requirements and shall not be required to complete any additional core courses if they transfer in a completed designated transfer degree (an AA, AS, or AAT) or 60 completed hours that include 35 hours of the state minimum core.
2. Transfer students from public Arkansas institutions shall be deemed to have met a specific core requirement and shall not be required to complete an additional core course for that requirement if they transfer in a course included in the state ACT system that matches a course in the UALR core.
3. Transfer students from public Arkansas institutions, including students transferring between UALR colleges, shall be deemed to have met the requirements of a specific core curricular area and shall not be required to complete an additional core course in that area if they transfer in a

course taken to meet a core curricular area requirement at the sending institution or UALR college.

4. Transfer students from regionally accredited out of state or private institutions, including those transferring in completed associate degrees, who have completed 35 credit hours of coursework in the following distribution shall be deemed to have met the core requirement in that core curricular area and shall only be required to take coursework from the area(s) they are missing:

English/Communications (6-9 hours)

Mathematics (3 hours)

Science (8 hours)

Fine Arts/Humanities (6-9 hours)

Social Sciences (9-12 hours, including 3 hours of US History or American National Government)

5. A “designated transfer degree” is an Associate of Arts, Associate of Science, or Associate of Arts in Teaching – or any future associate degree program approved by ADHE--that includes a 35-hour state core curriculum.
6. “Core curricular area” refers to one of the five categories established in the State Minimum Core Curriculum by Act 98 of 1989: English/Communications, Math, Science, Fine Arts/Humanities, and Social Sciences.
7. This policy shall not keep individual programs from requiring students to complete specific core courses as (1) degree program requirements, (2) pre-requisites for degree program requirements, or (3) licensing requirements.
8. The inter-college reciprocity policy shall only apply to a student who has officially declared a major in the sending college.

### Implementation of Course and Core Transfer

8. Course Transfer (What UALR course is assigned to the transfer course?): Nothing has changed regarding Course Transfer since 5/6/2005. Processes that are already in place for course transfer should continue as they have been done since that date. Should it prove that processes are out of compliance with legislation, then the processes should continue until the Faculty Senate can determine how to modify the legislation. In particular, courses already established in the ACTS do not need to be reviewed or changed unless the department offering the UALR course chooses to do so. Existing articulations remain in place.
9. Core Transfer (What UALR Core Curricular Area is satisfied by the transfer course?): The Core Reciprocity Policy governs whether a transferred course satisfies a UALR Core Curricular Area.
  - a. Items 1, 2, and 3 in the Core Reciprocity Policy govern transfer between Arkansas public institutions.

Item 1 covers students who have completed designated transfer degree. Their core should be waived (i.e. all curricular areas are satisfied).

Item 2 covers courses in the ACTS. If a course at the sending institution is articulated against a UALR course that has been approved to satisfy a UALR Core Curricular Area, then the transferred course will satisfy the same UALR Core Curricular Area. No curricular action is necessary, and OTSS can make these substitutions on a course by course basis.

Item 2: Adding or changing Core Courses in ACTS: Unless the department that originally made the articulation undertakes a re-articulation, the prior articulations should be honored. Re-articulations or new articulations to UALR Core courses will require approval by the Council on Core Curriculum and Policies, and the sequence of approvals should follow the sequence in the UALR Constitution (see 5/6/2005, FS\_2014\_27). These articulations should be subject to assessment (see FS-2012-13\_11).

Item 3 is similar to Item 2 and should only be applied if a course is not in ACTS as an articulation but does satisfy a State Minimum Core (SMC) curricular area at an Arkansas public institution. The course may not necessarily satisfy a UALR core course, but it will satisfy a UALR Core Curricular Area. OTSS should apply this course to satisfy the appropriate UALR Core Curricular Area based on what SMC curricular area the course satisfied at the sending institution.

Item 4 indicates what to do with a student who is not transferring from an Arkansas public institution.

The appropriate body to oversee the process of determining appropriate UALR Core Curricular Area that is satisfied by a course transferred from an Institution that is not an Arkansas public institution should be decided by the Faculty Senate; however, until that body delegates the authority and a process is developed, any process which satisfies the legislation is legitimate.

As with transfer credit, processes that already exist will continue to function until they are superceded by a new, approved process. In 2009, the following agreement was reached with the departments of Art, Biology, Chemistry, Criminal Justice, Earth Science, History, English, International and Second Languages, Mass Communications, Mathematics and Statistics, Music, Philosophy and Liberal Studies, Physics and Astronomy, Political Science, Psychology, Rhetoric and Writing, Sociology and Anthropology, Speech Communications, and Theater Arts and Dance:

This is to authorize the delegation to the Office of Transfer Student Services (OTSS) responsibility for the routine articulation of transfer to core curriculum courses within the jurisdiction of the <insert college here> that are not already in Banner equivalency tables to directly articulate to UALR's core courses.

The articulations will be done only by trained personnel in the Office of Transfer Student Services and with the guidance of equivalency rubrics provided by the chairpersons of the academic departments responsible for core under the <insert college here>. When, even with the help of the rubric, equivalency is not clear, the Office of Transfer Student Services will refer the case to the chairperson of the academic department in which the core equivalency is housed, or the Dean's office of the <insert college here> for a decision.

The Office of Transfer Student Services will mark the date on which it begins to do the articulations, so that a report can be prepared that will allow a review of its decisions. OTSS will contact the chair of the core academic department or the Associate Dean of <insert college here> at any time after the delegation of responsibility begins to discuss unforeseen issues.

The aim of this delegation of responsibility for core articulation is to further the University's efforts towards centralizing the evaluation and articulation of transfer core work.

Since the authority over substitutions in the revised General Education requirements rests with the Faculty Senate rather than the department or college, the Faculty Senate will honor these delegations and direct the processes to continue until legislation clarifying the delegation is completed and new processes have been approved, at which point the agreements will be voided.