



Articulation Handbook

**College of Agricultural, Human, and Natural Resource Sciences
Washington State University
June 2014**

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Dear Cooperating Institutions and CAHNRS colleagues,

Thank you for sharing an interest in the articulation process! CAHNRS is committed to partnering with Cooperating Institutions (CI) to establish transfer articulation agreements in the pursuit of creating the best possible opportunities for students. By offering a variety of pathways, we hope to fulfill individual students' needs to achieve academic success. The state of Washington also supports this initiative and rationale, and state legislation can be found in Appendix A of this document.

To facilitate this process, we ask that you review this handbook and communicate with members of the CAHNRS Articulation Committee (see Appendix B). We recognize that agreements are developed, reviewed, and finalized as a collaborative process which is outlined in this document.

The focus of this handbook is to develop guidelines for transferring into a B.S. or a B.A. degree in CAHNRS undergraduate programs with the completion of approximately 60 semester credits at WSU, regardless of location of origin. Refer to Appendix B for a list of CAHNRS degrees, majors, options, and certifications and the campus(es) at which they are offered.

We also invite you to view finalized articulation agreements on our website located at:
<http://academic.cahnrs.wsu.edu/transfer/articulation-agreements/>

Again, thank you for your commitment to helping students make an easy transition to Washington State University. We look forward to working with you.

Sincerely,



Kimberlee Kidwell, Executive Associate Dean



Cristie Crawford, Articulation Agreement Coordinator

SECTION B

Developing or Updating an Articulation Agreement

Checklist for Cooperating Institutions in the agreement development process:

- ___ 1. Establish a shared interest in articulation with CAHNRS.
- ___ 2. Discuss with CAHNRS what programs are desired to be considered for articulation.
- ___ 3. Exchange copies of two and four year plans with a CAHNRS Department Representative for each option to be articulated.
- ___ 4. Submit a copy of the syllabus for each required course in the two year plan to the Department Representative.
- ___ 5. Complete Year 1 and Year 2 of the Term-By-Term Planning Sheet (Attachment B) and submit electronically to the Department Representative.
- ___ 6. Discuss how to address the missing required courses. Can they be incorporated into Year 1 and Year 2, or can they be moved to Year 3 and Year 4? Implement corrections.
- ___ 7. Review the completed Articulation Planning Grid and Term-By-Term Planning Sheet to confirm that all requirements have been met and courses are listed in the correct term.
- ___ 8. Submit proposal to the President and program-specific authority for approval and signature.
- ___ 9. Return signed original proposal to the Department Representative. Retain a copy for records.
- ___ 10. Identify representatives from each institution who are responsible for maintaining and updating the agreement.

Important Notes:

- Cooperating Institutions (CI) must also align with their local campus policies for approval.
- CAHNRS & CI can utilize the footnotes section of each attachment and edit as needed.

Checklist for CAHNRS in the agreement development process:

- ___ 1. Establish a shared interest in articulation.
- ___ 2. Discuss what programs are desired to be considered for articulation.
- ___ 3. Exchange copies of two and four year plans for each option to be articulated.
- ___ 4. Review syllabi and determine how the courses will transfer to WSU. In case of lacking clarity or insufficient documentation, additional materials may be requested or further discussion may be required.
- ___ 5. Use transfer equivalency information found in Section D to complete the Articulation Planning Grid (Attachment A). When outlining the general education requirements, refer to Section C for the definition of WSU's University Common Requirements.
- ___ 6. Review Year 1 and Year 2 and compare to the CAHNRS major's Year 1 and Year 2. Determine which required courses are missing.

- ___ 7. Discuss how to address the missing courses. Can they be incorporated into Year 1 and Year 2, or can they be moved to Year 3 and Year 4?
- ___ 8. Complete Year 3 and Year 4 on the Term-By-Term Planning Sheet based on the discussion above.
- ___ 9. Review the completed Articulation Planning Grid and Term-By-Term Planning Sheet to confirm that all requirements have been met and courses are listed in the correct term.
- ___ 10. Edit the Memorandum of Understanding (Attachment C) and present the proposal (Articulation Planning Grid, Term-By-Term Planning Sheet, and Memorandum of Understanding) to the Department Chair/Program Director, Executive Associate Dean of Academic Programs, Vice Provost for Undergraduate Education, and Provost.
- ___ 11. Proposal is edited or approved and then signed by Department Chair/Program Director, Executive Associate Dean of Academic Programs, Vice Provost for Undergraduate Education, and Provost.
- ___ 12. Send hard copy of the signed proposal to the CI for signature.
- ___ 13. Create copies of all signed documents for the department/program and Provost Office.
- ___ 14. Submit the original of the signed agreement to the CAHNRS Academic Programs Office.
- ___ 15. Notify the Admissions Office of courses to be added or updated on the transfer equivalency website by emailing admissprocess@lists.wsu.edu.
- ___ 16. Upload the final version of the agreement to the CAHNRS Articulation SharePoint site: <https://sharepoint.cahnrs.wsu.edu/cahnrs-admin/AcadProgs/transartic/default.aspx>.
- ___ 17. Notify the Articulation Committee Chair to upload the final version of the agreement to the CAHNRS Articulation website: <http://academic.cahnrs.wsu.edu/transfer/articulation-agreements/>.
- ___ 18. Identify representatives from each institution who are responsible for maintaining and updating the agreement.

Important Notes:

- CAHNRS faculty or staff developing articulation agreements should continually save drafts of their agreements as updates occur to the CAHNRS Articulation SharePoint site: <https://sharepoint.cahnrs.wsu.edu/cahnrs-admin/AcadProgs/transartic/default.aspx>.
- CAHNRS & CI can utilize the footnotes section of each attachment and edit as needed.

Updating an Articulation Agreement:

The CAHNRS Articulation Committee Chair is responsible for contacting the CI and Department Representatives on an annual basis to request any updates or changes that need to be made to the existing agreements. If changes are necessary, the Committee Chair will connect the Department Representative and CI Representative to begin the process of updating the agreement. The Department Representative and CI Representative are responsible for making changes to the agreement. All changes must be tracked and highlighted. The updated agreement must then be re-submitted for approval. See steps 12-22.

SECTION C

University Common Requirements

Definition of the University Common Requirements (UCORE)

The following University Common Requirements assist students in adhering to the set of design principles recommended by the General Education Visioning Committee including that they be: based on learning goals; simple, yet flexible enough to work for all students (including transfer students), all majors, and on all campuses; integrated with the major and vertically throughout the undergraduate experience; provide for a coherent first year experience and culminate in a meaningful integrative and applied “capstone” experience; and assessable. Detailed descriptions of the following requirements can be found in the Washington State University Catalog. This can be found online: <http://www.catalog.wsu.edu/> or requested from the Office of the Registrar.

FIRST-YEAR EXPERIENCE: 3 semester credit hours

Roots of Contemporary Issues (3 cr.)

FOUNDATIONAL COMPETENCIES: 9 semester credit hours

Quantitative Reasoning (3 cr.)

Communication (3 cr.)

Written Communication (3 cr.)

WAYS OF KNOWING: 16 semester credit hours

Inquiry in the Social Sciences (3 cr.)

Inquiry in the Humanities (3 cr.)

Inquiry in the Creative and Professional Arts (3 cr.)

Inquiry in the Natural Sciences (7 cr.)

INTEGRATIVE AND APPLIED LEARNING: 6 semester credit hours

Diversity (3 cr.)

Integrative Capstone (3 cr.)

TOTAL REQUIRED SEMESTER CREDIT HOURS: 34 cr.*

* Only three, three-credit courses within the major can satisfy the above requirements; all other courses must be taken outside one’s major.

1. Each requirement can be fulfilled by one of many different classes, but CAHNRS *recommends* that students refer to the 4-year plan for their respective majors to determine which of the University Common Requirements courses will provide an optimal background for majoring in CAHNRS academic programs. Students typically complete the courses in preparation for a major (such as finite math, statistics, psychology, etc., depending on the major) during the freshmen and sophomore years, and take courses in the major as juniors and seniors.
2. Associate and bachelor’s degrees also provide students the opportunity to explore an area of study that is not required, or to augment an area beyond what is required (generally ranging from 20 to 50 quarter credits). However, the elective category is limited, so students need good information to assist them in choosing elective courses.

3. For students that plan to apply for teacher certification in Agricultural Education (AgEd) or Family and Consumer Sciences (FCS), specific UCORE courses must be completed (most with a grade of C or better). The education option is a selective degree option, and transfer to WSU does not automatically qualify the student to be admitted into the AgEd/FCS major nor imply acceptance by the College of Education. Students must maintain a minimum of a 2.5 GPA, transfer student GPA is based on WSU course work.

SECTION D

Pathways & Transfer Course Equivalences

Executive Summary of the Transfer Policy in Washington State

Students in Washington have the advantage of a robust higher education system that provides many paths to a baccalaureate. A statewide transfer policy helps students take classes at two- and four-year institutions while they earn bachelor's degrees. This policy works well for most students. Nevertheless, students need plenty of timely and accurate information to navigate their chosen paths to efficiently and effectively meet the bachelor's degree requirements for general education, major specific and elective courses. The full policy report is located at http://www.sbctc.ctc.edu/college/education/jaog_transfer_policy-report_2007.pdf.

General Principles for Transfer to WSU

The maximum combined lower-division transfer credit allowed from regionally-accredited institutions, CLEP, AP, IB, and military credit shall be 73 hours. Students completing the Direct Transfer Agreement (DTA) Associate Degree from a Washington Community College fulfill all University Common Requirements except one upper-division University Common Requirement course: Integrative Capstone. Students must complete the Writing Qualifying Exam (Portfolio) and Writing in the Major requirements at Washington State University. If students transfer prior to fulfilling the AA, AS or AAS degree, courses taken at that cooperating institution will be applied to the Washington State University Common Requirements and to respective options within the specific departmental program-based on Transfer Course Equivalency guidelines. Specific information is located at <https://wsu.edu/psportal/pages/transfercoursesearch.html>.

If a student wishes to take courses at WSU that would complete an Associate of Arts (DTA) at the Cooperating Institution, those courses can be transferred back to the CI to satisfy those remaining requirements. The student should confirm this process with the CI. Once the degree is awarded, the student's University Common Requirements will be fulfilled except the Integrative Capstone.

Washington State University Academic Regulations

Washington State University Academic Regulations will guide articulation agreements. The full WSU Academic Regulations can be found in the catalog located at <http://www.catalog.wsu.edu/>. Below is a brief explanation of the regulations related to transfer courses.

WSU Lower-Division Courses (100-200 level)

Regardless of degree option, a primary focus of transfer agreements between CAHNRS and CI is to identify lower division courses that provide students with basic theories, concepts, and systems of organizing that knowledge. In determining which courses will transfer, the content of the CI course will be compared with the content of the WSU course.

WSU Upper Division Courses (300-400 level)

A general guideline is that WSU does not accept lower division courses as being equivalent to upper division courses. Some exceptions do exist, and WSU will consider similar courses (or combinations of lesser credit courses) that are offered by CI as equivalent to upper division WSU courses if the syllabus of the course from the CI is approved by the instructor of the

corresponding upper division course at WSU. If a lower division course is determined not to be content equivalent of an upper division course, it will be designated as an elective in the transfer process. Any decision to consider an upper division course offered by WSU as being equivalent to a lower division course offered by another institution does not exempt transferring students from the general university graduation requirement of a minimum of 40 semester hours of upper division (300-400 level) coursework.

Review of Equivalency Courses

A review of courses proposed for equivalency to CAHNRS requirements and lower division electives is essential. Courses presented for review by WSU should have the following characteristics:

- Be offered for academic course credit and be comparable or supportive by course title to those offered by WSU.
- Be an academically based course that has both a sound theoretical and research foundation that is aimed at preparing professionals rather than being focused primarily on skill learning for client populations. Functional courses that are aimed primarily at improving the skills of client populations through applied programs and workshop approaches cannot be transferred as part of the CAHNRS major.

Decisions about the equivalency of each course will be based on committee review of each course syllabus which would be expected to include the catalog description, course objectives, textbooks, outline of topics and planned learning experiences, and methods of evaluation. Course title or abbreviated catalog descriptions do not provide sufficient detail for committee members to make equivalency determinations.

ATTACHMENT A
Articulation Planning Grid

[Specify CI] [Specify Degree Program]→WSU CAHNRS [Specify Degree Program]

NOTES:

- ¹ Conversion formula for quarter to semester credits: Quarter credits x .67 = Semester credits
- ² Students have two options: A) Inquiry in the Natural Sciences (7), Biological Science (3-4) and Physical Science (3-4) **OR** an Interdisciplinary Science (8). Choose A or B to fulfill this requirement.
- ³ Upper-division courses may also fulfill these requirements.
- ⁴ A minimum of 40 semester hours must be upper-division (300-400) credit (Rule 114).
- ⁵ Minimum WSU graduation requirements are 120 total semester hours and a 2.0 overall grade point average (GPA). Each department may have specific GPA requirements.
- ⁶ The maximum transfer credit of 73 semester hours is allowed from community colleges (Rule 114). No more than 30 credits Advanced Placement, CLEP, or other credit by exam may apply toward a BS degree (Rule 123)

ATTACHMENT B

Term-by-Term Planning Sheet

[Specify CI] [Specify Degree Program] → WSU CAHNRS [Specify Degree Program]

[Specify Cooperating Institution]

Course #	Course Title	Quarter Credits ¹	Sem. Credits
Year 1 - Fall Quarter			
<i>Total Quarter Credits</i>			
Year 1 - Winter Quarter			
<i>Total Quarter Credits</i>			
Year 1 - Spring Quarter			
<i>Total Quarter Credits</i>			
Year One Total			
Year 2 - Fall Quarter			
<i>Total Quarter Credits</i>			
Year 2 - Winter Quarter			
<i>Total Quarter Credits</i>			
Year 2 - Spring Quarter			
<i>Total Quarter Credits</i>			
Year Two Total			
Total CI Credits			

Washington State University

Year 3 - Fall Semester		
Course #	Course Title	Sem. Credits
Total Credits		
Year 3 - Spring Semester		
Course #	Course Title	Sem. Credits
Total Credits		
Year 4 - Fall Semester		
Course #	Course Title	Sem. Credits
Total Credits		
Year 4 - Spring Semester		
Course #	Course Title	Sem. Credits
Total Credits		
TOTAL WSU CREDITS		

ATTACHMENT B
Term-by-Term Planning Sheet
[Specify CI] [Specify Degree Program] → WSU CAHNRS [Specify Degree Program]

NOTES:

¹ Conversion formula for quarter to semester credits: Quarter credits x .67 = Semester credits



MEMORANDUM OF UNDERSTANDING

between
[Specify CI]
and

*the College of Agricultural, Human, and Natural Resource Sciences
Washington State University*



[specify Cooperating Institution] and Washington State University (WSU) hereby enter into a Memorandum of Understanding (MOU) based on a Customized Articulation Agreement (CAA) for transfer students from [specify CI] to WSU with [specify type of degree from CI] degree in [specify program(s)] who follow the attached advising recommendations and matriculate into [specify type of degree from WSU] degree in [specify program(s)] in the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) at Washington State University.

This Customized Articulation Agreement is intended to eliminate duplication of coursework and better integrate programs to ensure a more efficient pathway to graduation. The purpose of this set of advising recommendations is to provide students of [specify CI] a more efficient transfer pathway to Washington State University (WSU). Students who complete the [specify type of degree from CI] degree in [specify program(s)] with at least a 2.0 cumulative grade point average will be certified as [specify major] majors at WSU; and will be granted Junior standing, assuming the total number of credits accepted in transfer equals at least 60 semester credits.

Transfer coursework for students completing the [specify CI] degree covered by this MOU will be applied to the Washington State University Common Requirements (UCORE, the general education program), as applicable under the WSU Transfer Course Equivalency Guidelines, and to the individual degree options within the CAHNRS as specified in this agreement. The transfer of credit allowed under this MOU is structured to maximize the use of [specify CI] credit applicable to each specific degree option, up to the total of 73 semester credits of lower-division transfer credit allowed under Washington State University policy. All such credit not applicable under the WSU Transfer Course Equivalency Guidelines applies only to the WSU degree(s) covered by this agreement. If students transfer prior to completing the transfer degree, acceptance of the courses toward a WSU degree will be based on WSU Transfer Equivalency Guidelines.

The agreed upon courses of study are outlined in Attachments A and B of this MOU. Attachment A details the specific *set of requirements to be completed* at [specify CI] and Washington State University in order to earn [specify type of degree from WSU] degree in [specify program(s)]. Attachment B specifies the required *term-by-term course of study* as offered by [specify CI] and WSU.

The required course of study may be changed at any time with the mutual written agreement of the participating institutions. At such time, the Attachments to this MOU will be updated. Suggestions about which courses of study need to be reviewed will be called for each year. However, unless otherwise agreed upon by both institutions on an individual student basis, students will be responsible for the course of study at [specify CI] and Washington State University in effect at the time the student enters the [specify CI] [specify type of degree from CI] degree in [specify program(s)] specified in this MOU.

The undersigned certify this Memorandum of Understanding:

Washington State University

Dr. Daniel J. Bernardo, Provost & Executive Vice
President

Date

Dr. Mary Wack, Vice Provost for Undergraduate Education

Date

Dr. Kimberlee Kidwell, Executive Associate Dean
College of Agricultural, Human, and Natural Resource Sciences

Date

Dr. _____, Chair/Director
[insert department/program name]

Date

**use this section if the program is jointly managed by two colleges; otherwise, delete*

Dr. [insert name of joint college dean], Dean of [insert name of joint college] Date

[insert name of Cooperating Institution]

Dr. _____, President

Date

Dr. _____, [insert title of program-specific authority] Date

APPENDIX A

Rationale

The College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) at Washington State University shares, along with other institutions of higher education, an interest in facilitating the seamless transfer of students to WSU. Our college cares greatly about student access to higher education and wishes to make this transfer between two and four year institutions barrier-free. Guidelines and suggestions to assist with the process are provided here for WSU CAHNRS and Cooperating Institutions (CI) that are interested in developing articulation agreements.

ORIGINATING LEGISLATION OVERVIEW

Articulation agreements fulfill the provisions of RCW 28B.76.240. The State Board for Community and Technical Colleges (SBCTC) policies encourage community colleges to participate in voluntary statewide agreements regarding the transfer of academic degree programs between Washington Community Colleges and the public and private four-year institutions in the state of Washington. The ultimate goal of these efforts allows for the development of a plan for the transfer of credits between the institutions of the Washington Community College System and between them and the constituent institutions. The Washington Student Achievement Council (WSAC), Intercollegiate Relations Commission (ICRC), the Joint Access Oversight Group (JAOG), and the State Board for Community and Technical Colleges (SBCTC) support the development of a plan that ensures accurate and accessible academic counseling for students considering transfer between community colleges and between community colleges and the constituent institutions. The full policy report is located at http://www.sbctc.ctc.edu/college/education/jaog_transfer_policy-report_2007.pdf.

ASSUMPTIONS AND INTENT

Articulation agreements between Washington State University and the Washington State Community College System rest upon several assumptions common to successful statewide articulation agreements.

- The primary assumption is that institutions recognize the professional integrity of other public post-secondary institutions that are regionally accredited for college transfer programs. In order for courses to be designated as approved for college transfer under this agreement they must be taught by certified staff and faculty as provided by WAC 131-16-070 through WAC 131-16-095.
- A secondary assumption is that sufficient commonality exists in the lower-division general education requirements currently offered among all universities to develop a common general education component at the community colleges for the purpose of transfer.

WSU's University Common Requirements (UCORE) are similar to each institution's lower-division general education requirements, but is not identical in that specific courses may differ. The underlying concept is that competencies and understandings developed by general education programs as a whole are more important than individual courses; therefore, the transfer of a core is important. The requirements of the receiving institutions remain in effect for all students not participating in this comprehensive articulation agreement; any upper-division requirements and graduation requirements remain unaffected by this agreement.

APPENDIX B
CAHNRS Areas of Study by Campus

Pullman

Degree	Major/Option	Contact Name	Phone Number	Email Address
Agricultural & Food Systems, B.S.	Agricultural Education	Cristie Crawford	509.335.8406	cristie.crawford@wsu.edu
	Agricultural Technology & Production Management			
	Organic Agriculture Systems			
	Agriculture and Food Security			
	Agricultural & Food Business Economics	Karla Makus	509.335.1667	makusk@wsu.edu
Animal Science, B.S.	Animal Management	Val Fisher	509.335.5274	fishervk@wsu.edu
	Pre-Veterinary Medicine/Science			
Apparel, Merchandising, Design & Textiles, B.A.	Apparel Design	Shanna Pumphrey	509.335.3823	s.pumphrey@wsu.edu
	Merchandising			
Earth & Environmental Sciences, B.S.	Earth Sciences	Keith Blatner	509.335.4499	blatner@wsu.edu
	Environmental & Ecosystem Sciences			
	Wildlife Ecology & Conservation Sciences			
Economic Sciences, B.S.	Agricultural Economics	Karla Makus	509.335.1667	makusk@wsu.edu
	Business Economics			
	Economic Development			
	Economics, Policy, & Law			
	Environmental & Resource Economics			
	Financial Markets			
	Quantitative Economics			
Food Science, B.S.	N/A	Jodi Anderson	509.335.4763	jlanderson@wsu.edu

APPENDIX B
CAHNRS Areas of Study by Campus

Human Development, B.A.	Family & Consumer Sciences Education	Brenda Boyd	509.335.9642	boydb@wsu.edu
	Human Development			
Integrated Plant Sciences, B.S.	Agricultural Biotechnology	Cristie Crawford	509.335.8406	cristie.crawford@wsu.edu
	Field Crop Management			
	Viticulture & Enology			
	Fruit & Vegetable Management	Virginia Lohr	509.335.3101	lohr@wsu.edu
	Landscape Design & Implementation			
	Landscape, Nursery, & Greenhouse Management			
	Turfgrass Management	Bill Johnston	509.335.3620	wjohnston@wsu.edu
Interior Design, B.A.	N/A	Matt Melcher	509.335.1737	melcher@wsu.edu
Landscape Architecture, B.L.A.	N/A	Matt Melcher	509.335.1737	melcher@wsu.edu

Tri-Cities

Degree	Major/Option	Contact Name	Phone Number	Email Address
Integrated Plant Sciences, B.S.	Viticulture & Enology	Cristie Crawford	509.335.8406	cristie.crawford@wsu.edu

Vancouver

Degree	Major/Option	Contact Name	Phone Number	Email Address
Human Development, B.A.	N/A	Karen Peterson	360.546.9713	petersok@vancouver.wsu.edu
Earth & Environmental Sciences, B.S.	N/A	Keith Blatner	509.335.4499	blatner@wsu.edu