

TRANSFER COURSE ARTICULATION

ICCB Rule, Section 1501.309(d)(1)states:

Lower-Division Baccalaureate Courses. Courses designed to meet lower division baccalaureate degree requirements shall be applicable to associate transfer degrees. For each baccalaureate course offered, the college shall either obtain approval for the course to be listed as a statewide articulated transfer course by a general education or baccalaureate major panel of the Illinois Articulation Initiative or maintain current written articulation agreements or transfer equivalency documents with:

- a. at least three Illinois public universities, or
- b. at least three baccalaureate degree-granting institutions to which a majority (51%) of the college's students transfer, or
- c. one or more baccalaureate degree-granting institutions to which a majority (51%) of the college's students, majoring in the field for which the course is required, transfer.

Therefore, courses that are approved for the Illinois Articulation Initiative (IAI) need no further documentation of articulation.

For courses that are offered as part of a transfer program (AA or AS) that are not IAI-approved, community colleges are required to keep current (within the last five years) articulation documents on file and available upon request from the ICCB.

Colleges have the following four options for articulating transfer courses:

1. Secure approval of a course from an IAI general education or baccalaureate major advisory committee indicating it is articulated statewide.
2. Articulate the course with three Illinois public universities by obtaining three signed Form 13's.
3. Articulate the course with the three baccalaureate degree-granting colleges/universities to which a majority of the community college's students transfer. This option can include private and/or out-of-state colleges and universities. When using this option, the college should verify that a majority of its students transfer to the three colleges and universities where the course was articulated.
4. Articulate the course with one or more baccalaureate degree-granting colleges/universities to which a majority of the college's students in the field for which the course is required transfer. This can be used for fields like agriculture from which a majority of the students transfer to one university. When using this option, the college should verify that a majority of its students in a particular field transfer to the college/university where the course was articulated.

To facilitate articulation of courses with colleges and universities, a special course articulation form (Form 13) developed by the Transfer Coordinators of Illinois Colleges and Universities is included on the next page. Suggested guidelines for completing course articulation requests are available.

Form 13: ARTICULATION REQUEST

| | | | |
|----------------------|--|------------------------|--|
| Today's Date: | | Return By Date: | |
|----------------------|--|------------------------|--|

| | | | |
|--------------|--|------------|--|
| FROM: | | To: | |
|--------------|--|------------|--|

Community College

University

COMMUNITY COLLEGE SECTION

| | | | | | | | | |
|----------------|---------------|--------------|---------|-----|-----------|--|--|--|
| Course Title: | | | | | PCS Code: | | | |
| Course Prefix: | Course Number | Credit hours | Lecture | Lab | | | | |

Check one: This is:

| | | |
|---|--|--|
| <input type="checkbox"/> | <i>A proposed course. Effective date of first class:</i> | |
| <input type="checkbox"/> | <i>An established course.</i> | |
| <input type="checkbox"/> | <i>A revised course. Effective date of change:</i> | |
| <i>Explain nature of the change(s):</i> | | |

Transferology SECTION (List universities and obtain copies of current tables)

| | | |
|--|-------------|--|
| Existing course: Evidence of articulation available on Transferology | University: | |
| University: | University: | |

Return completed form to:

| | |
|---------|--|
| Name: | |
| E-mail: | |

SENIOR INSTITUTION SECTION

| | | | |
|--|---|--|-----|
| Please answer the following | | | |
| 1. This course will be accepted as transfer credit. | Yes: | | No: |
| 2. If accepted, it will articulate as: (choose one): | | | |
| <input type="checkbox"/> | Direct Equivalent to: | | |
| <input type="checkbox"/> | If not evaluated as a direct equivalent, what could be changed to make this equivalent? | | |
| <input type="checkbox"/> | Major/Department Elective Please identify major or department: | | |
| <input type="checkbox"/> | General Elective | | |
| 3. This course will apply to general education requirements. | | | |
| <input type="checkbox"/> | Yes. If so, identify the general education area(s) for which this course will apply: | | |
| <input type="checkbox"/> | No. | | |
| 4. Indicate effective date (term/year) | | | |
| 5. Comments or questions: | | | |

| | |
|--|--------|
| APPROVED BY: | Date: |
| <i>Official Transfer Coordinator, Senior Institution</i> | Email: |

ARTICULATION REQUEST

The Articulation Request Form (Form 13) represents a request for evidence of articulation of a course between a community college and a senior institution. The directory of Transfer Coordinators of Illinois Colleges and Universities identifies those individuals responsible for course articulation including the completion of this request. The form and procedures have been developed and approved by the Transfer Coordinators in cooperation with the Illinois Community College Board and the Illinois Board of Higher Education.

FORM 13 INSTRUCTIONS

For the community college: The Articulation Request form should be submitted well in advance of the date the course will be used. Complete the community college section and attach the following:

A detailed course syllabus which includes the following:

- a. college name
- b. date syllabus and supportive materials were prepared
- c. course catalog description with course number, prefix, credit hours, and contact hours(lecture/lab)
- d. course prerequisite(s)
- e. objectives of the course
- f. student learning outcomes
- g. weekly or daily topical outline including a topical outline of laboratory experiences, if appropriate
- h. method(s) of evaluation
- i. text(s) used

When appropriate, note:

- a. required reading lists
- b. lab information (e.g., topics covered and a brief description of desired outcomes)
- c. delivery system if nontraditional
- d. required writing

Completed articulation agreements should be on file by the time the college submits the course addition forms to the ICCB.

For the senior institution: The senior institutions are to complete the appropriate section and return the Form 13 to the community college transfer coordinator as soon as possible.

Notes:

- The Form 13 must be physically or digitally signed. Typed signatures are not appropriate on this documentation.
- Form 13s must be updated every five years.
- Three Form 13s must be submitted with each new baccalaureate/transfer (PCS 1.1) course requested. The Form 13s are submitted as an attachment to a New Course Addition request the college submits to ICCB for approval via ICCIS.
- Three Form 13s must be submitted with any course changing to PCS Code 1.1. For example, a PCS 1.2 Agriculture course being modified to a PCS 1.1 course. The Form 13s are submitted as an attachment to a Course Modification request the college submits to ICCB for approval via ICCIS.
- Form 13s may also be requested to show evidence of articulation in other ICCB program accountability and compliance initiatives, such as Program Review and Recognition.

KEEP YOUR FORM 13S UPDATED!