

## **Proposal**

To Improve the Transfer Process for Community College Students  
Entering the Iowa State University College of Agriculture and Life  
Sciences

## **Submitted by**

The College of Agriculture and Life Sciences Transfer and  
Articulation Committee

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### **Introduction**

Two new, interrelated policies are proposed to improve the transfer process for community college students, to increase the efficiency of the process for both ISU College of Agriculture and community college faculty and staff, and to maintain the integrity of an ISU College of Agriculture and Life Sciences education.

### **Proposed New Policy # 1: Articulation of Courses**

#### **Current Situation**

Community college articulation has been cumbersome, time consuming, and inconsistent from institution to institution. The current process requires the College of Agriculture and Life Sciences (CALS) to evaluate each course for articulation. The ISU CALS must evaluate the syllabus and supporting materials (tests, quizzes, etc.) for each course from each community college. This process is very time consuming for all parties involved. Community college instructors spend a lot of time and effort to prepare documents for each course undergoing scrutiny. ISU College of Agriculture faculty spend a lot of time reviewing all of the materials submitted to determine whether the course is equivalent to one of our courses, whether it is appropriate to transfer as a 100- or 200- course, or whether it is ineligible for transfer.

#### **Proposed Policy**

Community college courses will be evaluated and a decision rendered on articulation based solely on the course description provided by the community college in their catalog. This evaluation and decision will be made by the College of Agriculture and Life Sciences Transfer and Articulation Committee and/or Iowa State University Transfer Admissions personnel, subject to departmental

approval. A community college course will normally be evaluated for articulation if such a request is initiated by the community college offering that course. Once a decision has been rendered to articulate a course, this decision will remain in effect until either the community college or the appropriate ISU department identifies a need to reevaluate the course for articulation purposes.

### Rationale

Transfer evaluators in the ISU Office of Admissions evaluate every community college course coming into the university by reviewing the course description. This process works well for ISU Admissions and the College of Agriculture and Life Sciences Transfer and Articulation Committee feels that it will work for articulating courses into the CALS majors/departments. The new process will make the articulation process much smoother, simpler, and less time consuming.

## **Proposed New Policy # 2: Minimum Number of ISU Courses Taken in the College and Major to Complete a Major in the ISU College of Agriculture and Life Sciences**

### Current Situation

There is a degree of inconsistency in the number of courses within a transfer student's major that can be transferred to ISU. In some case, students bring in a significant number of credits within their major thus making it possible for them to graduate from ISU with too few courses from the ISU College of Agriculture and Life Sciences in their major.

### Proposed New Policy

The College of Agriculture and Life Sciences has established a college-wide minimum standard of 15 credits that must be taken in the College of Agriculture and Life Sciences in order to graduate with a degree from the CALS. Each CALS major will establish a minimum number of ISU credits to be taken in the major to earn a degree in the major. The minimum number of credits established by the major will be at least 15 but may be more, depending on what is appropriate to the major.

### Rationale

The College of Agriculture and Life Sciences Articulation and Transfer Committee believes that every student who graduates with a Bachelor of Science degree from ISU's CALS should have taken a minimum number of credits within the College and major with the specific number of credits in the major being

determined by each respective major or department as long as it meets the College minimum of at least 15 credits.

**Proposed New Policy # 3: Transferring only 100 and 200 level courses from the community college.**

Current Situation

There are a number of agriculture/economics courses evaluated at the 300 level that have been articulated. It is a policy of the university to not transfer 300 level classes from community colleges since those classes are traditionally junior level classes.

Proposed New Policy

The College of Agriculture and Life Sciences will articulate the transfer of 100 and 200 level classes only from the community colleges. Those classes that are in place currently at the 300 level may be re-evaluated or stay on the course equivalency guides as is.

Rationale

The College of Agriculture and Life Sciences Articulation and Transfer Committee believes that the college should be consistent with the other colleges in the university on the transferring of 100 and 200 level classes.