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CAIFE 2.0

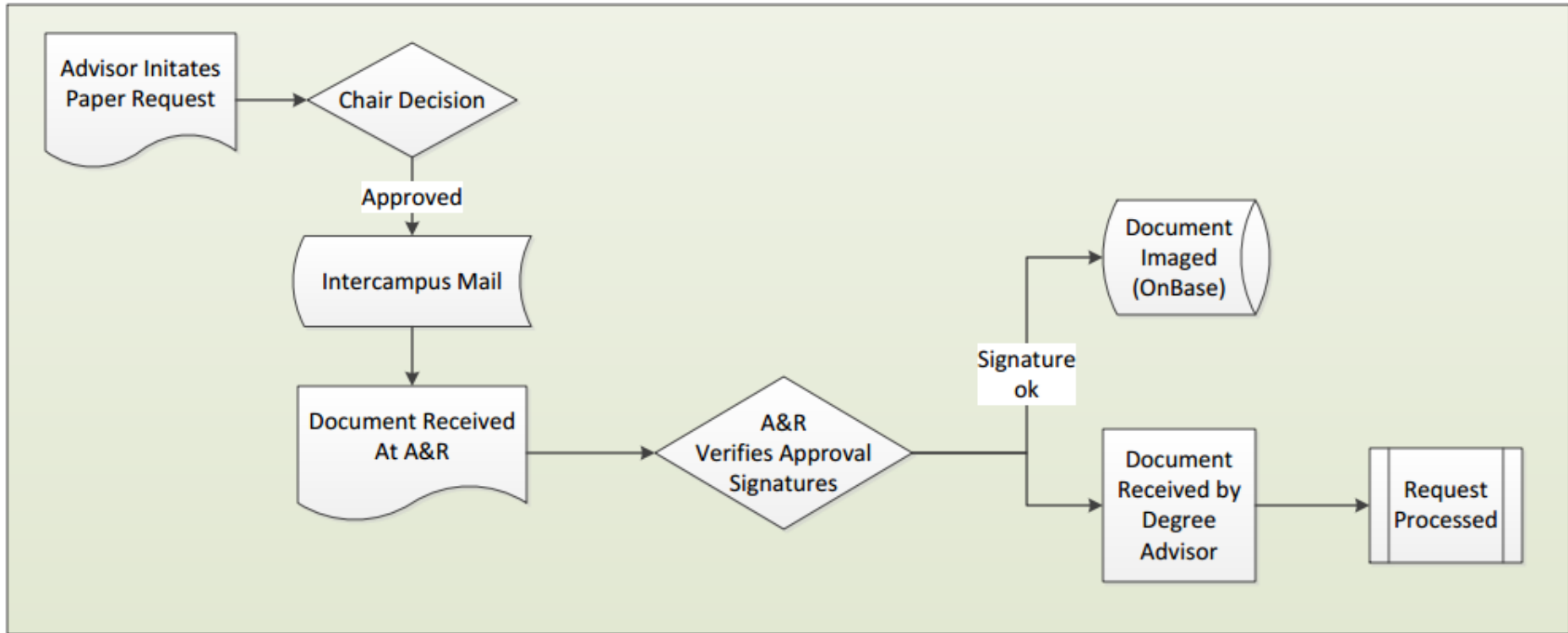
Course Substitution Process

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It all started with a bold idea...

- Submitted by Dr. Jesus Larralde, Engineering
 - Idea:
 - “Change course substitution policy so the form can be entered electronically into the system directly by the individuals responsible for overseeing compliance with curriculum.”
 - Current Challenge:
 - Course substitutions submitted via paper = lengthy process
 - Registration barriers
 - Pre-requisites & Permission Numbers
- 

Current Course Substitution Process



First Step: Unpacking the real issues

- Delivery of substitution forms, can we do this electronically?
- Status of the request, why does it take so long, where is it?
- Sheer number of memos submitted, why are there so many?
- Paper process, where are the stats?
- Lack of articulation, can we have more?

The biggest, and most misunderstood, issue:

- No matter how the request is submitted, non-articulated courses cannot be used for prerequisite checking purposes during the registration process.

New Course Substitution Policy

1. Fresno State courses can be used as a substitute to fulfill a major requirement. Transfer courses can also be used to substitute a single requirement; however, the course will not function as a prerequisite for any other course, *unless the course is articulated*.
2. All course substitution requests must be submitted through Advisor Request Recordkeeping Component (ARRC).
3. Course substitutions will only be considered for individual student degree progress. Substitutions that permanently alter catalog requirements for future students will not be approved and must go through the Fresno State curriculum process.
4. If a transfer course is intended to be used as a course prerequisite, the course must be articulated.
5. Only faculty in the course discipline can make course articulation decisions. Academic Department Chairs should submit an Articulation Request in order for the transfer course to be reviewed by the appropriate discipline.*


*Faculty are encouraged to reach out across disciplines to aid students with obtaining Articulation with the appropriate discipline.




Why the new policy?

- Overall **clarity** and **transparency**
- **Streamline** current substitution and articulation processes
- Provide **consistency**
- More articulation = reduced registration barriers

Will increase articulation and streamline student degree progress and facilitate timely graduation.



Overall Benefits

- Students will take less unnecessary courses
 - Decreases registration complications
 - Increase in articulation = more robust degree audit system
 - Decrease in course sub requests
 - Complete electronic workflow designed to facilitate both course substitution and articulation requests (ARRC)
 - Provides transparency and useful statistics
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Advisor Request Recordkeeping Component (ARRC)

Requester(Advisor)
Initiates online
request

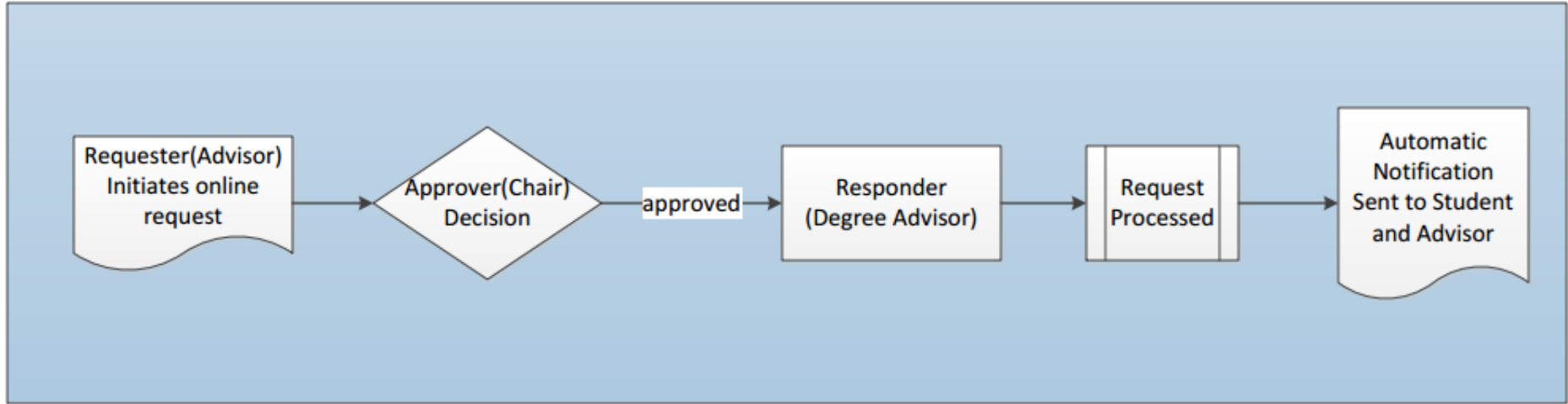
Approver(Chair)
Decision

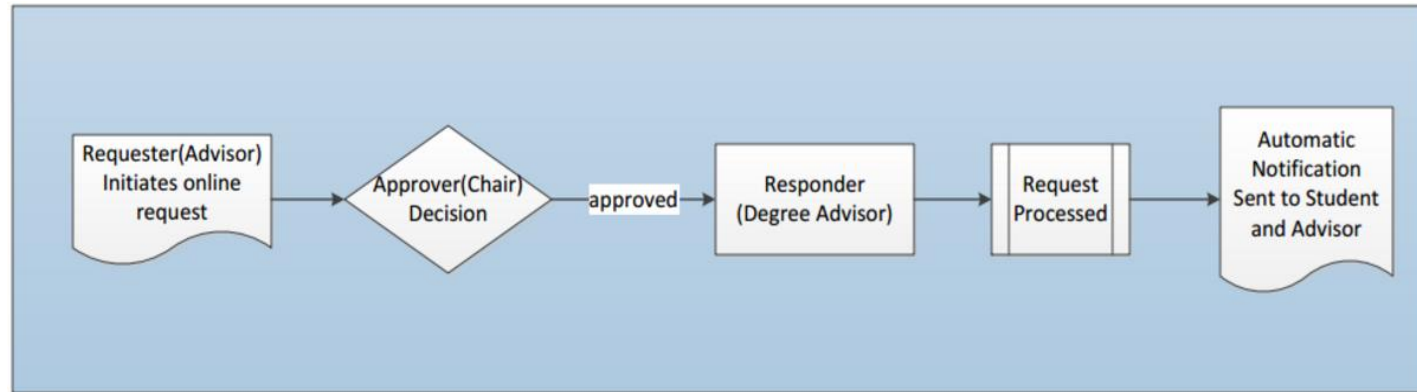
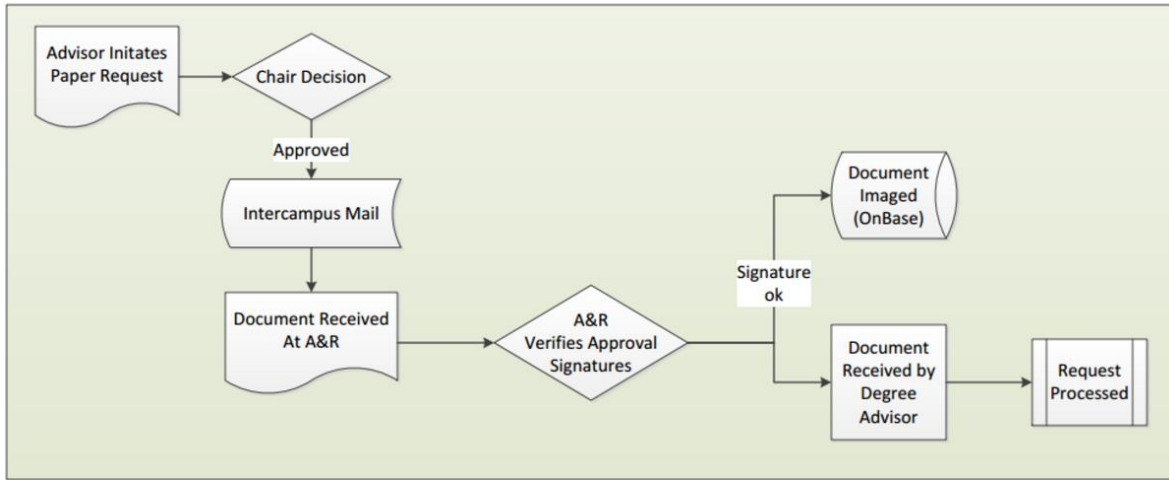
approved

Responder
(Degree Advisor)

Request
Processed

Automatic
Notification
Sent to Student
and Advisor





Projected Implementation Timeline

March

- Training Responders/Degree Advisors
- Training Requesters/Approvers

April-August

- Present to Cabinet
- Communication Plan
- Continue training Requesters/Approvers

OCTOBER 1ST

- NO PAPER MEMOS ACCEPTED