

Humboldt State University  
University Senate

**Resolution on Course Substitutions to Initiate Articulation Agreements**

#32-13/14-APC – February 25, 2014 – First Reading

**Resolved:** That the University Senate of Humboldt State University (the Senate) recommends to the President that our current process, known as the *Petition to Substitute*, be modified such that when agreed upon by the student's advisor, the chair of the department whose course is the subject of the substitution and the Dean or designee in the appropriate college, the approved petition *by default* gives the HSU Registrar's office the authority to initiate an articulation agreement between HSU and the other institution ; and be it further

**Resolved:** That there also be a mechanism on the petition such that the department whose course is the subject of the substitution may make an exception to the above default, thereby allowing only for the one-time substitution for a particular student.

**Rationale:** Our students arrive on the HSU campus from a myriad of locations and prior institutions. Many of them have completed coursework that should articulate with our courses but we may not yet have an articulation agreement with their prior institution. The Petition to Substitute allows for such students to substitute a course from another institution to be used as a degree requirement in place of an HSU course, upon approval by the student's advisor, the chair of the department whose course is the subject of the substitution and the Dean or designee in the appropriate college. This resolution would allow the registrar's office to automatically initiate articulation agreements with the students prior intuitions based on the curricular review required for the agreed upon substitution(s), requiring signatures from the appropriate parties. In cases where the substitution is approved by the appropriate stakeholders but an articulation agreement should not be made, there will be an exception to allow the substitution to count only for that individual student rather than initiate the articulation agreement process.

University Senate:  
President Richmond: