



EDMUND J. ADAMS, CHAIRMAN
DONNA M. ALVARADO, VICE CHAIR
BRUCE R. BEEGHLY, SECRETARY
JEANETTE G. BROWN
ANTHONY D. HOUSTON
JAMES F. PATTERSON
WALTER A. REILING, JR.
JEROME F. TATAR
JAMES M. TUSCHMAN
SENATOR JOY PADGETT
REPRESENTATIVE ARLENE J. SETZER
RODERICK G. W. CHU, CHANCELLOR

MEMORANDUM

To: Articulation & Transfer Advisory Council
Chief Academic Affairs Officers – 2 Year Institutions
Chief Academic Affairs Officers – 4 Year Institutions
Ohio Articulation Number (AN) Data Reporters
Ohio Transfer Module (TM) Data Reporters
Transfer Assurance Guide Pilot Participants
Transfer Assurance Guide XML Pilot Participants
Transfer Assurance Guide President Contacts
HEI Liaisons

From: Paula Compton, Director of Articulation & Transfer, Ohio Board of Regents

Cc: Jon Tafel, Vice Chancellor, Educational Linkages & Access, Ohio Board of Regents
Jane Fullerton, Associate Vice Chancellor, Educational Linkages & Access, Ohio Board of Regents
Jay Johnson, Director of HEI Enrollment Area, Ohio Board of Regents
Nicholas Wilson, Assistant Director, K-16 Initiatives, Ohio Board of Regents
Thomas Schriner, Articulation & Transfer Administrator, Ohio Board of Regents
David Barber, Consultant, Academic & Access Programs, Ohio Board of Regents
Jim Ginzer, Program Manger for Articulation & Transfer, Ohio Board of Regents

Date: April 18, 2006

Re: Ohio Articulation Number (AN) and Ohio Transfer Module (TM) Data Submission Reporting

This document contains information pertaining to the following:

- [Policy Regarding Approved Course Matches for the Ohio Articulation Number \(AN\) File Submission for Summer 2006](#)
- [New Deadlines for Reporting Summer 2006 through Spring 2007 Transfer Assurance Guide \(TAG\) Data](#)

- [Ohio Transfer Module \(TM\) Data Submission Specifications for Winter of 2007](#)
- [Submission of TAGS Data Term-by-term](#)
- [Winter 2006 and Spring 2006 AN and TM Data Submission Information](#)
- [Summer 2006 AN Submission Information](#)
- [Modifying 2005 and 2006 Data Submissions and Extension Requests](#)
- [Bulletin Board of TAG Courses and their Statuses](#)
- [Contact Information](#)

*** **

Policy Regarding Approved Course Matches for the Ohio Articulation Number (AN) File Submission for Summer 2006

At the beginning of the next Ohio Articulation Number (AN) collection cycle starting with summer 2006, institutions will be asked to only submit records for course matches that have been approved by the faculty panels convened by the Ohio Board of Regents. This reflects a change of policy from the 2005-2006 reporting window.

You will be officially notified of course approvals by the Board of Regents, generally on a monthly basis. You may already be familiar with the Faculty Panel Report Outs sent immediately after each panel meets. Although these Faculty Panel Report Outs provide information about Pending courses, Approved courses and Not Approved courses, they do not constitute official approval notification. Report Outs merely contain information so that institutions may respond to information requested by the panels. A separate certification of course approvals will be sent to institutional staff.

New Deadlines for Reporting Summer 2006 through Spring 2007 Transfer Assurance Guide (TAG) Data

The Ohio Board of Regents, in collaboration with institutional representatives, has also created a new schedule for reporting Ohio Articulation Number (AN) and Ohio Transfer Module (TM) data for the 2006 through 2007 Academic Year collection cycle.

The new schedule for the Ohio Transfer Module (TM) file submissions is as follows:

TM Academic Year 2006-2007 Reporting Edit Windows

- Summer 2006 Edit Window – May 1 through June 1 of 2006
- Autumn 2006 Edit Window – May 1 through July 1 of 2006
- Winter 2007 Edit Windows – August 1 through October 1 of 2006
- Spring 2007 Edit Windows – August 1 through October 1 of 2006

We recognize that some significant changes for the OTM courses will be reviewed by the faculty panels after the winter 2007 and spring 2007 window closes. Arrangements will be made to allow impacted institutions to submit those changes after the November OTM reviews complete.

The new schedule for the Ohio Articulation Number (AN) file submissions is as follows:

AN Academic Year 2006-2007 Reporting Edit Windows

- Summer 2006 Edit Window – May 1 through June 1 of 2006
- Autumn 2006 Edit Window – May 1 through July 1 of 2006
- Winter 2007 Edit Windows – May 1 through August 1 of 2006
- Spring 2007 Edit Windows – May 1 through August 1 of 2006

You may have noted that, under the old schedule, summer of 2006 data has already been reported and the edit window has closed. The Ohio Board of Regents requests that institutions modify their existing summer of 2006 data to reflect only those mappings that have been approved by the Articulation and Transfer faculty panels as described above.

Ohio Transfer Module (TM) Data Submission Specifications for Winter of 2007

For winter of 2007 reporting that commences on August 1, institutions will be provided a new data submission document for the TM. These forthcoming specifications will be circulated for review among institutional staff by April 21, 2006. The changes to the specifications will support a new Articulation and Transfer policy that allows institutions to report a single course across multiple Transfer Module Subject Areas. Per the Transfer Module Guidelines:

When a course is submitted for approval as an Interdisciplinary course, the proposal must specify which areas (viz., Natural Sciences; Social and Behavioral Sciences; Arts/Humanities; English Composition; or Mathematics, Statistics and Formal/Symbolic Logic) the course includes. Furthermore, the proposal must apportion the credit hours of the course to each of the areas. Such apportionment could involve divisions as small as half-credit hours. For instance, if a 3-hour course in environmental studies is roughly half natural science and half social science, then 1.5 hours of the course will be attributed to natural science and 1.5 hours to social science.

Only those interdisciplinary courses approved by the Transfer and Articulation Council should be submitted in the winter of 2007 submission file.

Submission of TAGS Data Term-by-term

There has been some confusion as to whether institutions should submit their entire TM or AN matching catalogue each term. Some institutions have mistakenly reported only a full catalogue for autumn of 2005 and were only submitting new matches in subsequent terms. HEI collects a complete matching catalogue for every term.

Please note that a semester institution should submit at least three AN and three TM file submissions per academic year with each separate file representing a single

term. Eight or more total files would be expected from an institution on a quarter hour calendar.

Winter 2006 and Spring 2006 AN and TM Data Submission Information

It should be noted that a number of institutions have not yet submitted their AN and TM data for winter 2006 and spring 2006 even though the submission windows are closed for those terms. This data is still required and because of the Board of Regents guarantees of transferability and applicability of the AN courses, data must be rolled forward from autumn 2005 even though it may contain errors or mismatched courses. **The submission of this data must be completed by May 17, 2006.**

Summer 2006 AN Submission Information

Starting with the summer 2006 submission, only approved courses should appear in the AN file. This approved course rule was already in effect for the TM file.

If you have already submitted AN data for the summer of 2006, you will need to delete out your old data and only resubmit approved courses. **The deadline for resubmitting summer of 2006 data is June 1, 2006.**

Modifying 2005 and 2006 Data Submissions and Extension Requests

This section describes the process to be used for correcting course submissions. Bear in mind that this problem is confined to the 2005-2006 academic year as a result of the policy change described in the first section of this document.

Institutions that need to modify 2005 and 2006 data should be aware that they cannot simply remove matches for courses in which there were enrollments. Courses in the August 2005 initial AN matching submission were guaranteed to transfer and apply to majors by Board of Regents action on July 14, 2005 even if submitted in error, and may need to remain within the HEI databases.

The TAG data area has specific dates in time in which data can be edited/submitted. These dates in time are called edit/submission windows. For the first year of collection they were:

- Autumn 2005 Term Edit Window – June 1, 2005 through August 31, 2005
- Winter 2006, Spring 2006, Summer 2006 Term Edit Windows – June 1, 2005 through February 10, 2006

During the dates in which the window is open, data can be edited/submitted as often as necessary. However, after the window closes data can no longer be edited/submitted. Window closures should always precede the academic start of the term being closed. As much as is feasible, future submission windows will be backed up further to align with registrations for terms.

To submit data after the window closes, it is necessary to request an extension from HEI. The steps in requesting an extension are detailed below.

Step 1. Select Request Extension from the bottom left side of the HEI Data Input Site. If you do not know the location, or do not have access, contact your HEI liaison with the contact information located at http://qry.regents.state.oh.us/cgi-pub/people_page.cgi?page=liaison.

Step 2. Choose the "TAG" data area and the year/term for which you need an extension.

Step 3. After selecting OK, your choices will be listed at the top of the page. Verify the information you selected is correct.

Step 4. Select the number of days you wish the window to be open.

Step 5. Give the reason why you are making the request. We would like you to include as much detail as possible about the request. Please include the following:

- Are you adding or removing courses?
- If you are removing a course, why?
- If you are removing a course, were there any enrollments during that year/term?
- Has your institution publicized the courses in questions in any way in terms of their transferability?
- If your request is granted will the students be harmed in any way?
- If your request is not granted will the students be harmed in any way?

Once you've submitted your request an OBR administrator will review it and, possibly in consultation with you, make a decision on whether or not to approve the request. You will receive an email explaining the decision to approve or not to approve your extension request. If the window closes again before you finish editing/submitting your files, you will need to make a request for another extension.

Bulletin Board of TAG Courses and their Statuses

An electronic bulletin board is being developed that will return year and term specific information to inform institutions of the status of various TAG courses. It may be several months or longer before this is accomplished. In the interim, we will post information to the web regarding approved courses.

The bulletin board will indicate courses submitted in error as having a status of "Error-with enrollment." In a comment associated with the course status, notes will be entered to describe the reason for the error. These notes will be:

- Clerical error – treat as not approved course
- Mismatched course identified by institution – treat as not approved course

Contact Information

For questions regarding HEI reporting, please contact Owen Daniels at (614) 728-9553 or via e-mail at odaniels@regents.state.oh.us.

Policy issues should be addressed to Nick Wilson at (614) 466-4158 or nwilson@regents.state.oh.us.

For extensions to submission deadlines, please contact either Jim Ginzer (jginzer@regents.state.oh.us, 614-752-9486) or Lacey Snoke (lsnoke@regents.state.oh.us, 614- 466-6004).

*** **

Please distribute this memo to all impacted parties on your campus. Thank you for your support and participation in this important endeavor.