



ACETS Training

for

New NAU Faculty Evaluators

ACETS (Arizona Course Equivalency Tracking System)

NAU-AZTransfer Articulation



Goals

This training will provide:

- *An overview of the process of evaluating ACETS forms*
- *Evaluator roles and responsibilities*
- *A description of equivalencies (DE, DEC, E, and NT)*
- *Contact information for questions*

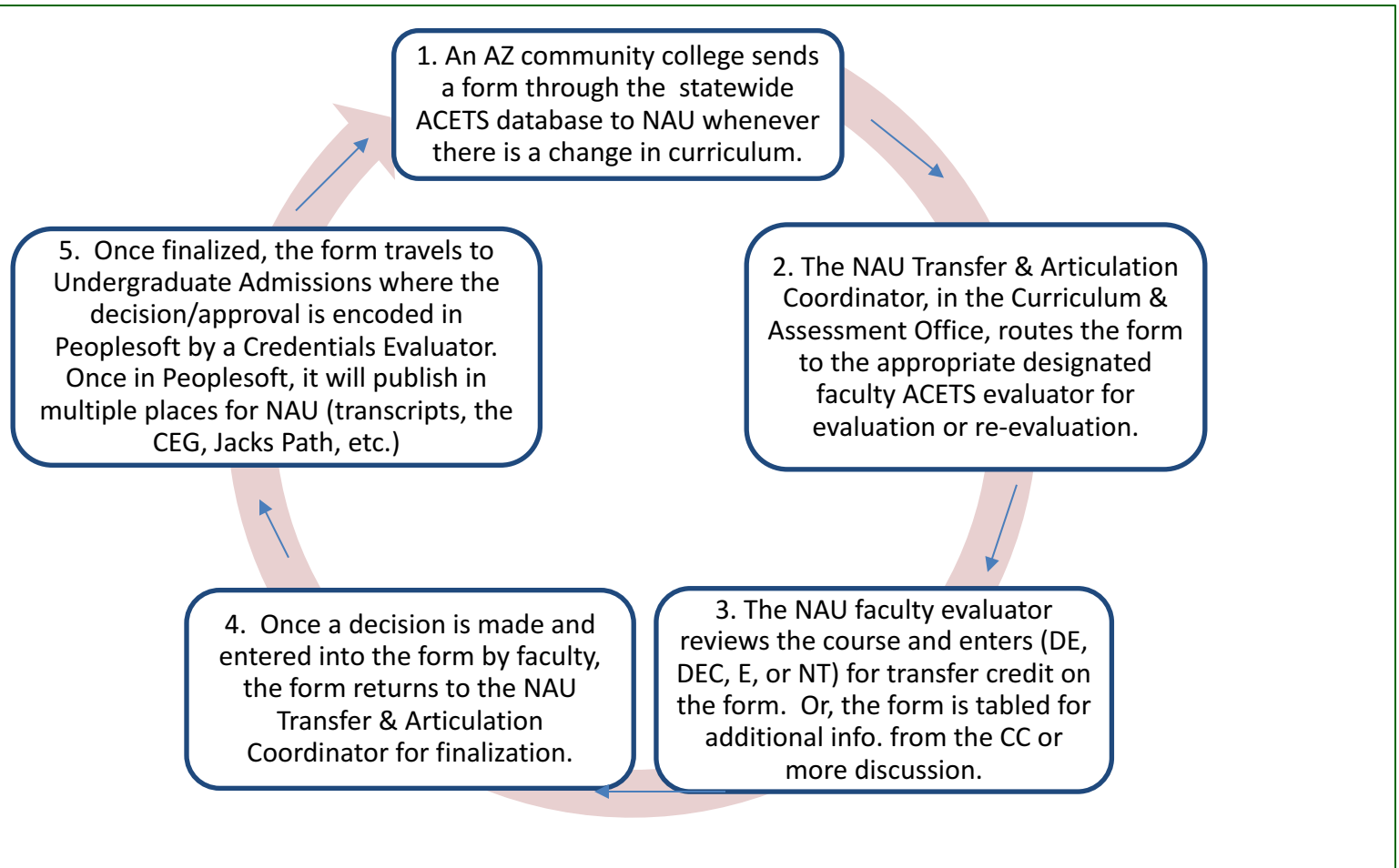


What is ACETS?

ACETS (Arizona Course Equivalency Tracking System) is designed to track course equivalency decisions as they go through the state-wide articulation process in Arizona. ACETS supports all decision making required to establish equivalencies in Arizona, from processing and routing equivalency forms, to producing reports for encoding the tables that feed the Course Equivalency Guide (CEG), and producing reports for an institution or the entire state.



NAU-ACETS Evaluation Process





Resources & Timelines

All links/resources for completing ACETS evaluations are posted on the NAU/ACETS faculty page at : <http://www4.nau.edu/aio/Articulation/acets2.html> which is a subpage from the NAU Transfer and Articulation page at: <http://www4.nau.edu/aio/Articulation/FacultyPage.htm>

Please complete your course evaluations within two weeks of receiving the email request.

Why?

- Statewide CEG deadlines
- Impact on students
- Other members in the evaluation process need to complete their responsibilities once the evaluation is submitted.



Transfer Credit (4 Types)

Directly Equivalent = Award a direct equivalency if you find that the content of a community college course has about an 80% overlap with one of our courses, enough that a student shouldn't have to repeat the NAU course upon transfer. (Indicate this by typing in a specific NAU prefix and number into the form. (For example: BIO 181)

Note: NAU awards lower-division direct equivalencies to lower-division transfer courses. If you feel that a community college course is directly equivalent to an upper-division NAU course, please contact Alecia.Mooney@nau.edu.

Departmental Elective Credit (DEC) = If we do not offer a course that is directly equivalent, but you feel that a student should at least be able to use the course to satisfy a major elective, award a dept. elective by assigning the prefix only (For example: BIO Dept. Elective).

Elective (E) = Award general elective credit when the course is not equivalent to an NAU course and should not be used as a major elective.

Non Transferable (NT) = A course is non-transferable when it is remedial (not university material) or we do not have a degree for where it would apply. (For example: a course on training your horse).



Direct Equivalencies (DE)

Ask yourself...

- Is this community college course similar to or substantially equivalent to a course offered at NAU?
- If a student took this course at the community college and then transferred to NAU, would that student have the knowledge needed to continue on with courses from that point on?
- *If you answered “**Yes**” to the questions above, indicate a direct equivalency on the ACETS Form by typing in the similar NAU course prefix/subject and course number in the box under the word “Equivalent to.” If you answered “**No**,” then decide if the course should receive a departmental elective, a general university*

UNIVERSITY EVALUATION	
(please include all applicable information requested)	
Equivalent to (course prefix, number, title)	
(DEC) Department elective credit for (indicate the prefix designation)	
<input type="checkbox"/> (E) University elective credit	BIO 100 (3) and BIO 100L (1)
<input type="checkbox"/> (NT) Not transferable for university credit	
Notes:	



Direct Equivalencies

Upper-Lower Division Courses

- **Do not award a** direct equivalency between an NAU upper-division (300-400 level) course and a lower-division (100 -200 level) course. Instead, award departmental elective credit. If you know that this course would satisfy a program requirement, and a student should not have to repeat the course upon transfer, please add a note in the notes box on the form that says, “this course will satisfy the program requirement, but will carry lower-division credit only.” This note will appear in the CEG.

The statewide guidelines for upper and lower-division coursework illustrates the differentiation expected as follows:

Lower Division Courses:

- To acquaint students with breadth of (inter)disciplinary fields.
- To introduce essential skills of literacy.
- To develop specific occupational skills.
- To lay the foundation for upper-division coursework.

Upper Division Courses:

- An in-depth study or application of theories and methods.
- Refinement of essential skills associated with the baccalaureate.
- Development of specific intellectual and professional skills.



Direct Equivalencies

Community College Requests

If the community college requests a direct equivalency to one of NAU's courses on the form, and we cannot grant their request, we have to provide an explanation in the "Notes" box on the form.

Why? Along with it now being a state law, it is appropriate to provide an explanation on what content or competencies are not met in such a way that the requesting college may rectify the situation and resubmit if they desire.

Course Outline/Desc:

Filename	Info	Document Type	Size	*
ECE 250.doc	Elaine Groggett, Transfer Curriculum & Articulation Specialist, (520) 317-6043	MS Word - Windows	43.0 KB	

▼ Reasons for Evaluation

Course Type: New
Common Course: No
Other:

▼ Display Routing Group List

Below a list of the groups this form was routed to.

Name	Forwarded	Reviewed	Equivalency	User/Note
Education	03/02/2010		Overdue!	

▼ Attachment Section

If you are uploading a document, the only supported file types are Microsoft Word for Windows, Rich Text Format, PDF, Plain Text Format, or HTML.

File Type:

Attachment:

Currently equivalent to:
MAY be equivalent to: E
Footnote:

if a community college is requesting that NAU consider awarding this course a certain equivalency, it may be noted in this part of the course request form. They don't always add these special requests, but if they do, this is where it would be located. It looks like Arizona Western is only hoping for an "Elective" equivalency from NAU.



Direct Equivalencies

Units/Credit Hours

Credit Hours:

- When recommending a direct equivalency, please make sure the incoming units are **equal to... or more** than the NAU equivalent course. If there will be excess units leftover, please make a note in the “Notes” box on the ACETS form as to what the excess units should be given (DEC or E). Excess credit hours should never be given “NT.”
- A direct equivalency is not recommended if the course is **less** units than the NAU course.

UNIVERSITY EVALUATION
(please include all applicable information requested)

Equivalent to (course prefix, number, title)

Directly Equivalent? Enter the NAU course and # (For Example: EDF 200)

(DEC) Department elective credit for (indicate the prefix designation)

☐ (E) University elective credit
☐ (NT) Not transferable for university credit

Notes:



Departmental Elective Credit

If the course you are evaluating is not directly equivalent to a course offered by NAU, you may want to consider awarding a departmental elective, which looks more attractive to students than a general elective. Ask the following question: ***Would my department accept this course as satisfying “major-related” or “related-field” electives?*** If yes, record the prefix of the department where it will be accepted in the (DEC) box on the form.


UNIVERSITY EVALUATION
(please include all applicable information requested)

Equivalent to (course prefix, number, title)

(DEC) Department elective credit for (indicate the prefix designation)

☐ (E) University elective

☐ (NT) Not transferable for university credit

 If dept. elective, enter the prefix here (For example: EDF)



Elective Credit (E)

If the course you are evaluating cannot be used as an elective for the degree/program, award a general university “elective.” Check box (E) on the ACETS Form and click “send.”

UNIVERSITY EVALUATION
(please include all applicable information requested)

Equivalent to (course prefix, number, title)

(DEC) Department elective credit for (indicate the prefix designation)

☐ (E) University elective credit Click this box.

☐ (NT) Not transferable for university credit

Notes:



Non-Transferable (NT)

Non-Transferable (NT): The course should be marked “non-transferable” if it:

- Remedial or developmental (Below 100-level)?
- Occupational, or highly specialized? Do you think our Career & Technical Education Department might accept it? (If so, please make a note to that in the “notes” box on the form).
- A life, work, or personal experience type of course?
- A non-credit continuing education workshop, course, or seminar?
- An active military service course?

If so, indicate “NT” on the ACETS form.

A note must be written in the “notes box” on the form anytime an “NT” is given. It is a state law that we must provide a reason back to the community college as to why we will not award credit for the course.

A screenshot of the "UNIVERSITY EVALUATION" form. The form includes fields for "Equivalent to (course prefix, number, title)", "(DEC) Department elective credit for (indicate the prefix designation)", and checkboxes for "(E) University elective credit" and "(NT) Not transferable for university credit". A blue box with a red border highlights the "(NT) Not transferable for university credit" checkbox, with a red arrow pointing to it from a text box that says "Click this box. Then provide the reason in the 'Notes' box below." Another red arrow points from this text box to the "Notes:" field at the bottom of the form.

A note must be provided on the form (state law). Please place your note in the “Notes” box as to why it will not be accepted by NAU. For example: “This course is remedial (below 100-level) in nature, and not a university-level course.”



Logging into ACETS:

How will I know that courses are in my account and ready to be evaluated?

- *Emails are sent out weekly (Mondays) to any faculty members that have courses in their account.*
- *However, feel free to check your ACETS account anytime. You don't have to wait for the email. It is your own personal mailbox of courses.*

Username & Password This information is sent to you by email when your account is first activated. If you forget your password, you can click "Forgot Your Password." If you have forgotten both your Username and Password, call 3-1745 or email Alecia.Mooney@nau.edu

A screenshot of the ACETS login page. At the top, it says 'ACETS' in large bold letters, followed by 'Arizona Course Equivalency Tracking System' in a smaller font. Below this is a light blue login box containing 'Username:' and 'Password:' labels next to input fields, and a 'Login' button. At the bottom of the page, there is a red arrow pointing to a blue link that says 'Forgot Your Password?'.



Prioritizing Courses to Review

When you login to ACETS, you will see courses ready for you to evaluate.

If you have many courses to review, you will want to prioritize them. You can toggle the icon at the top of each column to sort and view the courses in various ways.

Forwarded	School	Prefix Number Title	Type	Review Group	Equivalency
06/29/2012	Maricopa	EDU 285AD (1.0) - Summer Session I 2012 <i>Education Program Model</i>	Mod	Education	Pending

Here is a guideline to follow.

1. Evaluate “**Overdue!**” forms first.
2. Evaluate “**Pending**” forms after that.
3. Once you have chosen which form to evaluate, click on “**Edit.**”

Edit	06/24/2010	Pima	ANT 112 (3.0) - Fall 2010 <i>Exploring Non-Western Culture</i>	Mod	Anthropology	Overdue!
Edit	10/22/2010	Coconino	ANT 250 (4) - Spring 2011 <i>Peoples of the World</i> Cross Listed:	Mod	Anthropology	Pending



New vs. Modification Forms

New Form: A new courses created at the community college which has not been evaluated before.

Modification (MOD) Form: Changes made to an existing course that has already been evaluated in the past. The changes will be noted on the form. The past equivalency should also be on the form. If it isn't, you can find it in the Course Equivalency Guide (CEG). https://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG

A screenshot of a web-based course modification form. The form is titled 'Reasons for Evaluation' with a left-pointing arrow. Below the title, the form contains the following fields: 'Course Type: Mod', 'Common Course: No', 'Old Prefix: Old Course Number: Old Credit Hours:', 'Old Course Title:', 'Old Prerequisite: changed' (with a left-pointing arrow), 'Old Description:', and 'Other:'. To the left of the form is a button labeled 'Edit' and a date '03/02/20'. To the right of the form is a button labeled 'Education Overdue!'.



Viewing Course Material

Click on the blue link provided in the ACETS form to view the outline for the course.

Evaluation of Courses for Transfer

The evaluation of courses submitted by one academic institution (the source institution) for transfer to another academic institution (the target institution) is to be conducted at the target institution by assessing the content of the course as evidenced by the course description, outline and performance objectives/competencies submitted by the source institution.

The modalities used to deliver the course by the source institution are not to be considered in the decision to accept or reject the course.

Supporting Information:

Policy Language Citation - [APASC Meeting Materials, February 2005](#)

Policy acceptance - [APASC Meeting Notes, February 2005](#)

Source Course

Prefix: BIO **Course Number:** 160 **Credit Hours:** 4

Course Title: Anatomy and Physiology of Human Structure and Function

Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and TRM 090

Short Description: Designed for students in allied health programs such as the practical nursing program, medical assisting and related professions. It will acquaint the student with human anatomy and physiology, structure and function. Course concepts will be organized and presented by organ systems, and the laboratory component of the course will emphasize structure and function of body systems

Effective Term: Fall **Effective Year:** 2010

Course Outline/Desc:

Filename	Info	Document Type	Size	*
BIO 160 ACETS.doc	Alecia Mooney, Curriculum and Assessment Specialist, (928) 681 - 5650	MS Word - Windows	1.36 MB	

Reasons for Evaluation

Course Type: Mod

Common Course: No

Old Prefix: **Old Course Number:** **Old Credit Hours:**

Old Course Title:

Old Prerequisite: changed

Old Description:

Other:

Click on the link to view the course outline.



Courses in the Arizona SUN (Shared Unique Numbering) System



Arizona Senate Bill 1186 (2010) - *mandated that a shared course numbering system be developed for the state of Arizona specifically for courses that are commonly transferable (AGEC and Common). SUN courses are lower-division courses that are directly equivalent to courses offered at all three Arizona public universities and two public community colleges, one of which is urban. In this system, each institution retains its original course numbers but maps their courses to the common Arizona SUN prefix and four digit number to indicate commonality.*

The SUN Matrix of Courses - <http://aztransfer.com/cgi-bin/WebObjects/ATASS.woa/wa/SUNMatrix>

The SUN Website - <http://www.azsunsystem.com>

Important Note for ACETS Evaluators!

The SUN logo will appear on the ACETS form if the course is a SUN course. If you are evaluating a SUN course and feel that the course has changed enough that it can no longer be directly equivalent to a course offered by NAU, please contact Alecia.Mooney@nau.edu, or call 928-523-1745 immediately before completing the ACETS evaluation.

Common Courses

Common courses are identified by faculty ATF members, and are applicable to shared majors/degrees at the Arizona public universities.

These courses are shown in the Common Course Matrices (CCM) which feed the Major Guides for students to access online across Arizona. If you believe an equivalency to a common course will change:

Either check the Common Course Query at <http://www.aztransfer.com/cgi-bin/WebObjects/ATASS.woa/wa/query> or check the Common Course Matrices at <http://www.aztransfer.com/cgi-bin/WebObjects/ATASS.woa/wa/matrixAZ> to see if the course is listed as an identifiable common course in Arizona.

Important Note for ACETS Evaluators!

If you believe the equivalency for a common course needs to change, please contact Alecia.Mooney@nau.edu or call 3-1745. Usually, these changes need to go to the ATF for discussion.

* *Common courses do not have to be directly equivalent like SUN courses, they just need to be transferable to all three universities.*



Contact Information

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