

**MEMORANDUM OF UNDERSTANDING FOR COOPERATION BETWEEN**  
**THE UNIVERSITY OF HAWAI‘I AT HILO**  
**AND**  
**UNIVERSITY OF HAWAI‘I**  
**HAWAI‘I COMMUNITY COLLEGE**

The University of Hawai‘i at Hilo (UH Hilo), and University of Hawai‘i Hawai‘i Community College (Hawai‘i CC) (collectively, the “Parties”) agree to cooperate on General Business and Accounting Bachelor of Business Administration and Associate in Arts in Liberal Arts, Exploratory Business based on the principle of reciprocity.

This Memorandum of Understanding (MOU) serves to clarify expectations of each campus to facilitate the successful transfer of students in the Associate in Arts (AA) in Liberal Arts, Exploratory Business Concentration at Hawai‘i CC to the Bachelor of Business Administration (BBA) in General Business and Accounting at UH Hilo. The goals of this partnership are to: (1) use resources at both institutions more efficiently and effectively to focus on transfer issues; (2) establish shared program responsibilities for student recruitment, academic advising and support to make the process of moving from one campus to the next as seamless as possible; and (3) expand student options for college success and curriculum by expanding on-campus services from Hawai‘i CC and UH Hilo.

1. Students who graduate from Hawai‘i CC with the articulated AA degree in Liberal Arts, Exploratory Business will be covered under the terms of this agreement. Hawai‘i CC students transferring to UH Hilo without graduating with the articulated AA degree in Liberal Arts, Exploratory Business may be required to complete additional coursework for the BBA degree at UH Hilo.
2. Requirements for both the AA degree and BBA degrees are provided below (appendices I-III). These documents form the basis of this agreement; subsequent changes to the curricular requirements of either program may require revisions to this agreement.
3. Under the terms of this MOU, UH Hilo will do the following:
  - a. Identify a UH Hilo faculty member(s) who will serve as the faculty advisor to students in the General Business and Accounting Programs.
  - b. Meet with Hawai‘i CC faculty and/or administration at least every two years, or on an as needed basis to discuss potential and planned curricular changes.

4. Under the terms of this MOU, Hawai'i CC will do the following:
  - a. Identify a student services advisor at Hawai'i CC who will partner with a UH Hilo advisor to ensure timely and accurate advising information on pre-admission, admission, degree requirements, and related matters.
  - b. Identify a Hawai'i CC faculty member(s) who will serve as the faculty advisor to students in the Liberal Arts, Exploratory Business program and consult with UH Hilo admissions and advising personnel when necessary.
  - c. Meet with UH Hilo faculty and/or administration at least every two years, or on an as needed basis to discuss potential and planned curricular changes.
  
5. Under the terms of this MOU, both Parties will do the following:
  - a. Make efforts to find financial sources for carrying out the agreed to activities on each campus.
  - b. Inform the other Party in a timely manner of identified advisors at the beginning of each Academic Year, and communicate any changes to advisors during the course of the Academic Year.
  - c. Inform the other Party in a timely manner of changes in campus, Department, or Program leadership and point of contact.
  
6. Nothing shall diminish the full autonomy of either institution, nor will any constraints or financial obligations be imposed by either upon the other in carrying out the MOU.
  
7. This MOU is in effect for five years and is subject to revision or modification by mutual written agreement. It is also understood that either institution may terminate the MOU at any time by giving written notice at least 6 (six) months in advance to the other Party to minimize impact on students completing their degrees. This MOU shall take effect from the date of the latest signature below.
  
8. Any notice or request given or made by one Party to the other under this MOU shall be in writing and shall be addressed to the appropriate office as is designated in writing hereinafter:

UNIVERSITY OF HAWAI'I AT HILO

Contact: Ken Hon, Vice Chancellor for Academic Affairs  
Division of Academic Affairs

Address: 200 W. Kawili Street  
Hilo, HI 96720

Phone: 808-932-7332

Email: kenhon@hawaii.edu

UNIVERSITY OF HAWAI'I  
HAWAI'I COMMUNITY COLLEGE

Contact: Joni Onishi, Vice Chancellor of Academic Affairs  
Division of Academic Affairs

Address: 200 W. Kawili Street  
Building 346-122  
Hilo, HI 96720

Phone: 808-934-7770

Email: [jonishi@hawaii.edu](mailto:jonishi@hawaii.edu)

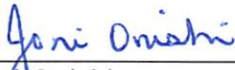
IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed by their duly authorized representatives. Each Party shall hold one original signed MOU, with both documents being equally authentic.

For UNIVERSITY OF HAWAI'I: HAWAI'I COMMUNITY COLLEGE



\_\_\_\_\_  
Rachel Solemsaas  
Chancellor

Date: 11/19/19



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Jori Onishi  
Vice Chancellor for Academic Affairs

Date: 11/26/2019



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Melanie Wilson  
Dean of Liberal Arts and Public Services

Date: 12/3/19

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed by their duly authorized representatives. Each Party shall hold one original signed MOU, with both documents being equally authentic.

For UNIVERSITY OF HAWAI'I AT HILO



Bonnie Irwin  
Chancellor

Date: 12-10-19



Ken Hon  
Interim Vice Chancellor for Academic Affairs

Date: DEC - 6 2019



Emmeline de Pillis  
Interim Dean, College of Business & Economics

Date: 12-6-19