



UNIVERSITY of HAWAII
HAWAII
COMMUNITY COLLEGE

MEMORANDUM

Date: November 30, 2015
To: Joel Peralto, Academic Senate Chairperson
From: Joni Onishi *Joni y. Onishi*
Vice Chancellor for Academic Affairs
Subject: HAW 7.208 Transfer Credit Evaluation Policy

This memo is to officially notify Academic Senate to the change in wording of HAW 7.208 Transfer Credit Evaluation Policy, a policy under Student Affairs. This change will bring consistency in wording between HAW 7.208, Transfer Credit Evaluation Policy and HAW 7.209, Transferring Credits from External Institutions.

Wording will be changed as reflected in attached document, HAW 7.208, under Policy and Procedures. The highlighted verbiage was taken directly from HAW 7.209.

Wording will also be changed in HawaiiCC Catalog, Transfer Students, to reflect the same change in verbiage.

Please feel free to contact me should you have any questions.

Thank you.

c: Janice Watanabe
Jason Cifra
Dorinna Manuel-Cortez
SherrieAnn Straslica-Walker

Transfer Credit Evaluation Policy

Purpose:

The purpose of this policy is to define transfer students and describe the procedures for students seeking to transfer credits from other institutions.

Background:

The College's practices in this area were reviewed by the Academic Senate in Spring 2002. The Senate's recommendations were forwarded on March 8, 2002. The Academic Senate reviewed the policy again as requested by the Vice Chancellor for Academic Affairs during 2008/09 and approved a revision on October 30, 2009.

In Spring 2013, the UH system implemented a process (called SZPARTI), by which credits completed at other UH system institutions could be automatically transferred. Action on the part of the individual student is not required. The Academic Senate reviewed a revision to the policy proposed by the Registrar and based on the new process, and approved it February 28, 2014.

Policy and Procedures:

Transfer students are those who were previously enrolled at a college or university other than HawCC. ~~Students who are transferring to HawCC from a non-UH institution must arrange for official transcripts, printed in English, to be sent to the Admissions and Records Office directly from institution(s) previously attended.~~ To transfer credits from non-UH institutions, students should have an official transcript (sealed/unopened) sent directly to the HawCC Admissions & Records Office from the transferring institution. The Admissions & Records Office will transfer courses that are in the UH articulation database. If a course is not in the UH System articulation database, the Admissions and Records Office or the student may initiate the articulation process to have the coursework considered for articulation and transfer. All materials submitted become the property of HawCC.

A course will be processed for possible transfer credits if the course was completed with a grade of "D" (not "D-") or better. However, for AAS, AS and certificate programs, a course with a "D" grade will not be accepted when a "C" or better is required for that course for graduation. When applicable, transfer credits may be counted towards the specific requirements of a program; otherwise, they will be counted as general electives. However, neither grade points nor grade point averages (GPA) earned at other institutions are used in the computation of the HawCC cumulative GP A.

¹ Supersedes HAW 7.208, June 8, 2010, November 1, 2009; June 1, 2009 and June 10, 2002 Revised
Policy issued by Noreen Yamane, Chancellor