



**Hawai'i Community College - OCET
Application to Receive College Credit for
Non-Credit Courses**

Instructions

Selected courses offered at Hawai'i Community College through the Office of Continuing Education and Training are eligible for this conversion. A student should check with the instructor to determine if a course is articulated for conversion to credit hours and, if so, what procedures and timelines must be followed. In some cases, a group or series of non-credit courses are equivalent to a credit course. In this case, no partial credit will be awarded if the entire series is not completed. If you are not currently a student at Hawai'i Community College and wish to enroll in credit classes, you must submit a separate UH System Application form.

The student completes the Student Application section of this form and submits it to the instructor of the non-credit course. The instructor completes the certification and forwards it to the Division/Department Chair *and* Vice Chancellor for Academic Affairs. In the case of a course series with different instructors, all instructors sign the certification. Once the Vice Chancellor for Academic Affairs has signed the form, it is submitted to the Hawai'i Community College Records and Data Management Office for posting of official credits earned. Results show up on the Transfer Credit area of the transcript, posted as transfer credit(s). Students requesting their transcript should always request in writing that their transcript be printed in "HOFF" format.

If the request is not approved, the instructor will notify the student. If the request is approved, the credit course will be noted on the student's transcript; the student will receive a "CR" (credit) grade. Letter grades will not be awarded. Approval of the non-credit to credit conversion by the Division/Department Chair *and* Vice Chancellor also serves as a waiver for a "CR" grade in lieu of a letter grade.

Student Application

Full Name _____
(Please print: Last, First, MI)

Have you ever been admitted to any UH System Community College or University?

Yes. If yes, Student ID or Username _____
Semester/Year _____

If never admitted to UH System school, or if you don't remember your ID information, please complete all of the following:

Social Security Number: _____

Complete Mailing Address (include zip code)

Phone _____ Gender _____ Birth Date _____

Title of non-credit course or series completed _____

Date when non-credit course or series was completed _____

I want to apply for college credit for the above course/series which I completed in the non-credit program at Hawai'i Community College. I understand, if approved, I will receive a "CR" grade for the credit course and it will be posted as transfer credit(s).

Student Signature _____ Date _____

Instructor Certification

I certify that _____ (student) completed the following non-credit course or series, achieving a grade at a "CR" level. (Note: "CR" level equates to a "C" or better.)

Non-Credit Course	Equivalent Credit Course (Alpha/No.)	Date(s) of Course	Instructor's Signature	Date of Signature

Instructor Comments:

Verification

This is to verify that the non-credit course or series listed above has been approved for conversion from non-credit to credit. I further certify that this non-credit course or series has been established as equivalent to Hawai'i Community College credit course _____ (alpha/no.)

Which is offered for _____ credits.

Division Chair signature _____ Date _____

Comments:

Vice Chancellor
for Academic Affairs signature _____ Date _____

Records Office

Date posted _____ Initial _____

Copy sent to: Student _____

Instructor _____