

UNIVERSITY OF HAWAII AT MĀNOA  
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

---

ACADEMIC POLICY

2006  
*(Revised October 2019)*

---

Page 1 of 2

M5.403 HAWAIIAN/SECOND LANGUAGE BACK CREDITS

All students (including native speakers of a language) with experience in another language other than English may earn “back credits.” These students may take any UHM language course, appropriate to their level, in which there is significant use of that language. “Appropriate level” of a language will be determined by placement exam, department policy and/or the department’s director or advisor. “Significant use” of a language will be determined by the course content. Upon completion of this course, if students earn a letter grade of C (not C-) or better, they may receive between 3-16 back credits.

Hawaiian language back credits are earned according to specific program policies. Please see the Director of Kawaihuelani Center for Hawaiian Language for more information.

### **Implementation Guidelines**

**Definition:** Back credits are defined as credits received for previous language experience that do not qualify as transfer credits.

**Eligibility:** The back credit policy applies to those students who entered the UH system in Fall 2001 or later and are governed by the UHM Graduation Education Requirements adopted at that time.

**One Language:** Back credits may be earned for only **one language** of their choice and will be based on the first instance of taking a course for a letter grade in that language at UHM. A repeated or backtrack course is **not** eligible as a basis for back credits.

**Placement/Competency Exam:** In addition to appropriate course work, students may be required by the language department to take a placement or competency examination as part of the determination to earn back credits (e.g., appropriate placement in a course). See individual language departments for internal policies and procedures.

**Grades:** Back credits are earned with no grade assigned.

**C or better (not C-):** The language course a student places into must be completed with a grade of C or better (not C-). The grade of C or better (not C-) must be earned the first time the course is taken.

**C/NC Grades and Credit by Exam:** A grade of C/NC is not eligible for back credits. Students who have taken a language course with a **mandatory** C/NC grade, or who received credit by examination, may earn back credits if they satisfactorily complete an additional appropriate course determined by the language department. The course must be completed with a letter grade of C or better (not C-). Students with a “W” grade received for university language courses are not eligible for back credits when taking subsequent courses.

**Number of Back Credits Earned:** A student may earn from 3 to 16 back credits for first- and second-year language courses (e.g., courses numbered 101-202). The number of back credits earned will depend upon the number of credits allocated to lower-level courses in a particular language sequence.

**Petition for Back Credits:** Back credits are not automatically awarded. In order to receive back credits, students must complete a petition form. Forms are available through language department offices and on-line through the UHM website. In general, a petition is submitted the semester after the student’s satisfactory completion of the language course, but no later than one semester before graduation.

**Transfer Credits:**

1. Transfer credits are defined as credits received for previous language courses completed at another institute of higher education that articulate with UHM language courses.
2. Transfer credits accepted for language courses completed at another institution of higher education are **not** eligible as a basis for back credits.
3. Students who transfer credits in a language from another institution are not eligible for back credits in that language at UHM.
4. Please see the UHM Policy for Transfer Credits for complete information regarding transfer credits.

Access:

<http://manoa.hawaii.edu/admissions/undergrad/policies.html#credits>

Individual language departments may also have their own internal policies and procedures for handling requests for transfer credits.

**Community College and other UH System Back Credits:**

1. Back credits earned at Kapi'olani, Kaua'i, Leeward Community Colleges are transferrable to UHM.

2. Hawaiian Language back credits earned at other campuses within the UH system may be transferrable to UHM on a case-by-case basis. Please contact the Director of Kawaihuelani Center for Hawaiian Language.
3. Back credits in other languages earned at other campuses within the UH system may be transferrable to UHM on a case-by-case basis. Please contact the Associate Dean of the College of Language, Linguistics, and Literatures.

**Study Abroad Credits:** Study abroad credits earned through approved non-UHM programs are treated as transfer credits and cannot be used as a basis for earning back credits. UHM Study Abroad credits may be eligible as a basis for back credits and approval of any back credits will be made by the appropriate language department on a case-by-case basis.

**AP Credits:** Courses for which AP credits are earned cannot be used as a basis for earning back credits.

**Graduate Students:** Graduate students are eligible to earn back credits for Hawaiian or second language proficiency in languages taught at UHM. In addition to appropriate course work, graduate students may be required to take a placement or competency examination as part of the determination to earn back credits (e.g., appropriate placement in a course). See individual language departments for internal policies and procedures.