UNIVERSITY of HAWAIʻI®
MĀNOA

Hawaiʻinuiākea School of Hawaiian Knowledge
Kawaihuelani Center for Hawaiian Language
21 NOVEMBER 2013

Policy and Procedures Regarding Request for Evaluation of Transfer Credits

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For BA HAW majors only!

The KCHL Curriculum Committee shall review a *Request for Evaluation of Transfer of Credits*. The *Request for Evaluation of Transfer of Credits* is applicable only to those courses defined by the current UH Mānoa catalog as being required for completing the Bachelor of Arts degree and/or Hawaiian Language major at UH Mānoa.

Students should be aware that all transfer of credit requests will be seriously reviewed and scrutinized by the KCHL Curriculum Committee, taking into account what is in the best interest of the student and his/her language growth and development.

UHM POLICY
These policies and procedures are in accordance with official UHM Policy for Transfer Credits. For more information, please access: http://manoa.hawaii.edu/admissions/undergrad/policies.html#credits

> **Definition:** Transfer credits are defined as credits received for previous courses completed at another accredited institute of higher education that articulate with UHM courses.
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> **Eligibility:** Hawaiian Language majors may request an evaluation of their transfer credits. However, the request cannot be formally processed and approved until a student has been admitted to the Kawaihuelani program leading to an undergraduate degree and the student has confirmed intention to enroll.

Background for the Policy
At the time of admission, most transfer students to the University of Hawaiʻi at Mānoa will have had their former, official university or college transcripts evaluated by the Office of Admissions. Qualifying transfer credits will be transferred to their UHM academic record according to UHM transfer credit articulation criteria and recorded on STAR.

From time to time, the UHM Office of Admissions will route a *Request for Evaluation of Transfer Credits* that may qualify for transfer credits directly to the Kawaihuelani faculty for further evaluation before the UHM Office of Admissions renders a decision to accept/not accept the transfer credits. The Kawaihuelani faculty committee decides, and informs the UHM Office of Admissions of their decision.

UHM Office of Admissions
However, students themselves may wish to submit a *Request for Evaluation of Transfer Credits* for courses that may have been evaluated as <u>not qualifying to transfer</u> by the UHM Office of Admissions. Students should begin the process with the UHM Office of Admissions and request the forms needed to submit a *Request for Evaluation of Transfer Credits.*

When filing a *Request for Evaluation of Transfer Credits* with the UHM Office of admissions, students are asked to also provide a course syllabus, course description, final product (e.g., paper or project) from the course, and the title and author of text(s)/reading(s) used in the course. Attach these documents to the *Request for Evaluation of Transfer Credits* form.

Time Limited Requests

At the latest, a *Request for Evaluation of Transfer Credits* should be received by the 5th week of the semester *before* the anticipated semester of graduation (i.e., 5th week of the Fall semester for Spring or Summer graduation; 5th week of the Spring semester for Fall graduation. Decisions will be made and communicated to the student by the end of the semester in which the student submitted the request.

Late requests may be considered in extreme circumstances on a case-by-case basis at the discretion of the KCHL Curriculum Committee.

Nota Bene: A student who has a number of transfer credits to be considered is encouraged to submit the *Request for Transfer of Credits* earlier than this deadline, to allow sufficient time for evaluating the transfer credits, in order for the credits to be applied to the degree or major.

First Level of Screening

After the UHM Office of Admissions has accepted the *Request for Transfer of Credits*, the request and documents will be forwarded to the Kawaihuelani faculty for evaluation. The KCHL Academic Advisor will verify that all required paperwork and supporting documents are included.

When completed, the Academic Advisor will forward the written *Request for Transfer of Credits* and supporting documents to the KCHL Curriculum Committee. Only complete requests with appropriate supporting documents will be forwarded to the KCHL Curriculum Committee for review and decision-making on a case-by case basis. Incomplete requests may need to be delayed.

Decision-Making Process

The KCHL Curriculum Committee will review a *Request for Transfer of Credits* on an as needed basis. When deciding, the KCHL Curriculum Committee is encouraged to include faculty with specific expertise when needed.

If supporting documents are not available, the KCHL Curriculum Committee may request a short interview with the student. The committee may need to assess the student's Hawaiian language proficiency or to ask about the course in question (e.g., expand upon the reasons or justification for your request, how does the course fulfill academic requirements, etc.)

Possible outcomes of KCHL Curriculum Committee review of *Requests for Evaluation of Transfer Credits* include:

- The outside course is equivalent to an existing HAW or UHM course. Therefore, the credits earned at another accredited institution will transfer and/or count as the equivalent HAW or UHM course. The *Request for Transfer of Credits* is approved.

- UHM does not have an equivalent course; however, the KCHL committee finds the *Request for Transfer of Credits* valuable and in line with the scope/mission of the program/degree. Therefore,

the credits earned (e.g., at another accredited institution or program) will transfer and/or count towards a HAW or UHM course. The *Request for Transfer of Credits* is approved.

- The *Request for Transfer of Credits* is not equivalent to an existing HAW or UHM course and does not align with the scope/mission of the program/degree. Therefore, the credits earned at another accredited institution will not transfer and/or count towards a HAW or UHM course. The *Request for Transfer of Credits* is not approved.

Final Decision

The final decision of the KCHL Curriculum Committee is final, and cannot be appealed. The final decision will be communicated to the Director and Academic Advisor, who will then notify the UHM Office of Admissions and/or student.