Policies and Procedures for Earning Hawaiian Language Back Credits

POLICY
(In accordance with the UHM Hawaiian and Second Language Policy on Back Credits available in the General Education section of the UHM Course Catalog)

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

**Eligibility:** All students (including native speakers of a language and non-UH system students) with experience in Hawaiian language who entered the UH system in Fall 2001 or later and are governed by the UHM Graduation Education Requirements adopted at that time may be eligible to earn 3 to 16 back credits.

**One Language:** Back credits may be earned for ONLY ONE language 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 for back credits.

PROCEDURES
Students who wish to earn back credits for Hawaiian language shall:

1. Make arrangements with Kawaihuelani’s Academic Advisor to take the Hawaiian Language Placement Exam (HLPE).
2. Complete the HLPE in order to determine the appropriate level HAW course for the student.
3. Enroll (for a letter grade) in the Hawaiian language course that the student was placed into after completing the HLPE.
4. Earn a grade of C or better (not C-) in the Hawaiian language course that the student was placed.
5. Make arrangements and complete forms with Kawaihuelani’s Academic Advisor to receive back credits.
6. Kawaihuelani’s Academic Advisor shall award from 3 to 16 back credits based on the course the student successfully completed with a grade of C or better. Back credits are earned with no grade assigned.

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1 Back credits will not be awarded if a student does not receive a grade of C or better for the class the student was placed. The grade of C or better must be earned on the first time the course was taken. A grade of C/NC is not eligible for back credits.

2 Back credits are not automatically awarded. In order to receive back credits, students must complete a petition form with Kawaihuelani’s Academic Advisor. 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.