Welina Kawaihuelani
Kawaihuelani Center for Hawaiian Language
STUDENT HANDBOOK

Hawai‘inuiākea School of Hawaiian Knowledge
University of Hawai‘i at Mānoa: Fall 2013
I Pono Nā Mamo a Hāloa

Ma kēia wahi ‘ōlelo mākia o ka Hālau ‘Ōlelo Hawai‘i o ke kula nui o Hawai‘i ma Mānoa, hoʻākāka ‘ia ke kumu a ‘o ke kahua hoʻi o kā mākou mau hana e hana nei. Eia nō mākou ke ‘imi nei i ke alahele e mālama ai i nā mamo a Hāloa—‘o ka ‘āina, ‘o ke kanaka, ‘o ka moʻolelo, a pēlā pū ka ‘ōlelo. He mea nui nō kēia mau mamo no kākou pākahi a pau loa ma Hawai‘i nei, a ma o ka hoʻōla ‘ana, ka hoʻonaʻauao ‘ana, a me ka hoʻomau ‘ana e ola mau ai ka ‘ōlelo Hawai‘i.
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Kawaihuelani Student Handbook Acknowledgement

A student’s declaration and acceptance as a major into the Bachelor of Arts in Hawaiian Language in the Kawaihuelani Center for Hawaiian Language will imply that the student acknowledges that s/he been advised that all students of Kawaihuelani do have a student handbook which sets forth various policies regarding the major and degree completion requirements at the University of Hawaiʻi at Mānoa, which includes the Hawaiʻinuiākea School of Hawaiian Knowledge and the Kawaihuelani Center for Hawaiian Language.

Upon the start of studies at Kawaihuelani, the student major acknowledges that s/he will have access to and can obtain a copy of the Welina Kawaihuelani Student Handbook for review at any time by contacting the Kawaihuelani Academic Advisor.

Further, the student understands and agrees that it is the student’s responsibility to become familiar with and abide by the policies set forth in that handbook. The student also understands that the handbook does not create a contract for the major or degree completion or a guarantee of any benefit, and that the handbook contains only a summary and overview of Kawaihuelani policies and practices regarding the student’s time as a student major in the program. The student also understands that any amendment of the handbook will always govern and supersede any prior version.

Finally, the student understands, in accordance with the handbook policies, that if there should be questions or concerns regarding the student’s status or condition as a student major with Kawaihuelani Center for Hawaiian Language, that s/he should contact the Kawaihuelani Academic Advisor or designated Kawaihuelani representative.

Disclaimer

The policies and procedures set forth in this edition of the Welina Kawaihuelani Student Handbook apply to those students who have declared Hawaiian as their undergraduate major at Kawaihuelani, Center for Hawaiian Language, which is a part of the Hawaiʻinuiākea School of Hawaiian Knowledge at the University of Hawaiʻi at Mānoa.

Whenever there is a potential for conflict between the policies and procedures described within the current Welina Kawaihuelani Student Handbook and those that apply to the academic and student affairs policies currently in effect at the University of Hawaiʻi at Mānoa, the university’s policies and procedures shall take priority.

This edition of the Welina Kawaihuelani Student Handbook and its contents supersedes any other previous editions. The faculty and staff of Kawaihuelani reserve the rights to change, revise, edit or delete the information contained within, without previous notice.
Kawaihuelani Faculty & Staff Code of Conduct

Our Commitment

These standards of behavior reflect our commitment to establishing and monitoring the professional relationship between Kawaihuelani employees and our students and explains why every employee who comes in contact with students is required to review, understand, and acknowledge this Code of Conduct.

Professional Conduct

1. Professionalism. Employees must avoid any relationships or activities that create an actual or apparent conflict of interest.
   - Student Contact. Employees are not permitted to contact students beyond the provision of instructional services and/or cultural or other activities sponsored by or endorsed by the University.
   - Communication. Inappropriate e-mails, letters, and any other correspondence (communications) with students which are not related to business activities are not permitted.
   - Gifts. Employees are not permitted to give to or receive from students any items or gifts except those related to business activities or which are culturally acceptable by the University.

2. Confidentiality. Employees may not release information about the students or the work that students do without the written permission of the students except where required by the needs of business, to the extent provided for by law.

3. University Policies. Employees must follow all other University policies and procedures, such as those outlined in the Faculty and Student Handbooks, including but not limited to those policies forbidding discrimination or harassment on the basis of sex, age, race, national origin, religion, disability, sexual orientation, gender expression/identity, and all other characteristics protected by law.

Professional Qualifications

1. Qualifications. All employees who provide instruction and/or instructional-related services to students will meet the professional qualifications and educational requirements for the position.

2. Background Check. As appropriate, all employees who have contact with students will have, when required by the employer and/or by law, comprehensive background and reference checks that include, at minimum, current residence, previous employment for the past five years, and criminal record.
A Welcome Letter from Our Dean of Hawai‘inuiākea

Aloha Kākou!

Welcome to Hawai‘inuiākea School of Hawaiian Knowledge (HSHK), University of Hawai‘i at Mānoa (UHM)! It is a privilege and honor to welcome you to the university and to challenge you to take every opportunity to work with distinguished and talented faculty! The University of Hawai‘i created the School in 2007 to establish Hawaiian language, culture, and traditional knowledge as a cornerstone of this post-secondary academy. Indeed, you will join many graduates whose accomplishments are the best in their professions.

Learn and thrive by:

• Participating in Kawaihuelani and Hawai‘inuiākea special events and student organizations
• Saying “Yes!” to education by volunteering to work with your faculty and participate in enriching internship programs and academies.
• Engaging the community and the world through community service, getting involved in campus initiatives, using your scholarship for public good.

As a valued student of HSHK and Kawaihuelani Center for Hawaiian Language, you join a vibrant community. Because we know you have chosen to learn and to play with us, your success is very important. So, please visit often your academic adviser and the two student lounges hosted by our Native Hawaiian Student Services Kauhale (located at QLCSS 104 and Kamakakūokalani 211). Our staff and faculty are here to create and support a vibrant, healthy and energizing learning community for you!

Again, Welcome! We, at Hawai‘inuiākea, are very eager for you to get started and become a member of the University of Hawai‘i at Mānoa community! I look forward to meeting each of you!

ʻO au nō me ka ha‘aha‘a!

Maenette K.P. Ah Nee-Benham, EdD
Ke Po‘o o Hawai‘inuiākea
Dean, Hawai‘inuiākea School of Hawaiian Knowledge
Directory of Contacts

Kawaihuelani Center for Hawaiian Language
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Ke Ke‘ena o Kawaihuelani (Spalding Hall)

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<th>Name</th>
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<th>UHM Phone</th>
<th>UHM Email</th>
<th>UHM Office</th>
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Nā Kumu (Spalding Hall)

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<th>Position</th>
<th>UHM Phone</th>
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# Kauhale Native Hawaiian Student Services

2600 Campus Road, Queen Liliuʻokalani Center for Student Services, Room 104  
Honolulu, Oʻahu, Hawaiʻi 96822  
Fax: 808.956.0411 / Email: nhss@hawaii.edu

## Ke Keʻena o Ke Kauhale

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<tr>
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<tr>
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<tr>
<td>KAMA Lounge</td>
<td></td>
<td>808.956.0587</td>
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</tr>
</tbody>
</table>
Hawai‘inuākea School of Hawaiian Knowledge
2540 Maile Way, Spalding Hall 454 / Honolulu, O‘ahu, Hawai‘i 96822
Fax: 808.956.0411/Email: hshk@hawaii.edu

Ke Ke‘ena o Ke Po‘o o Hawai‘inuiākea
(Spalding Hall)

<table>
<thead>
<tr>
<th>Name</th>
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<th>UHM Phone</th>
<th>UHM Email</th>
<th>UHM Office</th>
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</thead>
<tbody>
<tr>
<td>Dr. Maenette</td>
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<td>Benham</td>
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<tr>
<td>Lehano</td>
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Make a Note of It!
A Message from Your Kawaihuelani Academic Advisor

Ke Welina Mai Kākou!

Welcome to the University of Hawai‘i at Mānoa’s Hawai‘inuiākea School of Hawaiian Knowledge! By selecting UH Mānoa as your university and Hawai‘inuiākea as your school, we at Kawaihuelani Center for Hawaiian knowledge will endeavor to provide each undergraduate candidate with a rich and robust academic preparation program that leads to your successful completion of your Bachelor of Arts in Hawaiian!

At Kawaihuelani, we recognize the challenging needs to educate our students and scholars with the core values of our kūpuna that still guide us in the 21st Century! We believe that our programs transformatively embrace the over 100-year old tradition of the University of Hawai‘i’s core mission that is timeless and, therefore, relevant today... Ma luna a‘e o nā lāhui a pau, ke ola o ke kanaka . . . Above all nations, is humanity!

We hope that this Welina Kawaihuelani Student Handbook will informatively familiarize you with our Kawaihuelani program offerings and expectations. To help ease your transition to Mānoa, we have provided you with a set of Frequently Asked Questions (FAQ’s) to help you through the process of completing your degree. Please feel free to contact your Academic Advisor (Ke Kumu A‘oa‘o) or any of us in the Directory of Contacts, should you have any questions that we may answer promptly.

Also, throughout the Welina Kawaihuelani Student Handbook, please look for some important highlighted messages that are keys to your successful registration, enrollment and progress, signified by this graphic: 🍂

Also, use the “Make A Note of It!” sections for important follow-up questions, contacts or further information you might need.

We look forward to working with you at Kawaihuelani and are proud that you are joining our Hawai‘inuiākea ‘ohana! Please know that our dedicated faculty and staff are here to provide you with the exemplary coursework, exciting learning experiences and the fellowship of our dedicated ‘ohana that honors our motto . . . .
I Pono Nā Mamo A Hāloa!

Yours in scholarship,

Kamuela Ka‘Ahanui, EdD
Ke Kumu A‘o a‘o o Kawaihuelani
Academic Advisor
Kawaihuelani Center for Hawaiian Language
Ke Kumu Aʻoaʻo
Academic Advisor & Advising

Your Kawaihuelani Academic Advisor
As a young adult, you are primarily responsible for planning and meeting your educational goals while a student at Hawaiʻinuiākea School of Hawaiian Knowledge. During your career as an undergraduate student and Hawaiian Language major, you will remain with your Kawaihuelani Academic Advisor as your primary Advisor who will help you make your decisions about your academic program, your career goals, your financial or scholarship needs, and your personal challenges.

Think of your Academic Advisor as your advocate and ally and someone who is actively and professionally involved in helping you meet with overall academic success through graduation and beyond. It is wise to cultivate this relationship professionally, as your Academic Advisor may also serve as a reference for you in the future.

Be prepared to discuss your interests and career goals, and ask questions that you need answers to so that you will meet with success, whenever you visit with your Academic Advisor. But remember in the end, it is you who must decide and accept the responsibility for the consequences for your decisions, including those in which you have not met standards, expectations, requirements or deadlines. It is your responsibility to keep yourself informed and to take the action needed.

Questions about university academic policies, procedures and regulations and their interpretation pertaining to your studies while you are a student at UH Mānoa should be addressed to the Office of the Vice President for Academic Policy and Planning and/or Office of the Vice President for Student Affairs.

Feel free to contact or make an appointment with your Academic Advisor via email at kukakuka@hawaii.edu.

Your Responsibility as Our Kawaihuelani Student
Students admitted to the Hawaiʻinuiākea School of Hawaiian Knowledge are assumed to be mature adults and are expected to perform accordingly. All written work, for example, should observe high editorial standards, and high standards of academic honesty and rigor are expected.

Though advisory services are provided to assist the student, the student alone is responsible for following the procedures and completing the steps required in the degree and major program. Requirements of the Hawaiʻinuiākea School of Hawaiian Knowledge, both procedural and substantive, may be waived only by written request of the student and/or authority concerned and must have the written approval of the Dean of Hawaiʻinuiākea School of Hawaiian Knowledge.
Please see the information describing *University Catalog Compliance* later in this handbook.

**Classified Students (Degree Earning)**
Students who are admitted to approved programs of study and are earning degrees at UH Mānoa are considered to be classified students. As classified students, they are a priority for accessing and receiving Kawaihuelani Academic Advising services as declared majors in Hawaiian who are actively matriculating towards degree completion.

**Adult Students**
In most cases, students who enroll in the undergraduate programs at UH Mānoa are who are 18 years old or more, are considered to be adult students, under the law. As such, academic advising services, decisions and related matters that are provided to the adult student in the Advisor-Advisee relationship *are considered privileged and confidential*, and by law, such information is not shared without the permission of the student Advisee and/or Advisor.

**Minor Students**
Students who are not yet 18 years old at the time of enrollment, by law, are still considered as minors. As such, academic advising services, decisions and related matters that are provided to the minor student in the Advisor-Advisee relationship *are treated as privileged and confidential*. However, as a minor, such information may also be shared with or without the permission of the student. In general this information will only be made available to the minor student’s parents or legal guardians, to the extent provided for by law.

*Effective with the minor student’s 18th birthday*, the student is considered to be an adult student and will be accorded the rights, privileges and confidentiality that all adults are accorded.

**Married, Civil Union and Domestic Partnership Students**
Married, civil union students and students with declared domestic partners are considered to be adult students, even if they are minors by age. As such, academic advising services, decisions and related matters that are provided to the adult student in the Advisor-Advisee relationship *are considered privileged and confidential*, and by law, such information is not shared with the married spouse or domestic partner, without the permission of the student Advisee and/or Advisor.

**Unclassified Students (Non-Degree Earning)**
Students who are admitted to the university and who are not earning a degree are considered to be unclassified students at UH Mānoa. These students may be enrolled in Hawaiian Language and/or Hawaiian Studies courses for their own personal benefit, career enhancement or self-edification, but are not seeking to primarily graduate with a degree or major. As unclassified students, they have limited access to the customary
services provided to our classified students (i.e., degree earning candidates or majors) including Kawaihuelani Academic Advising services. During registration, unclassified students also have less priority than do classified students and majors who have a higher priority for registration, course selection and enrollment. The types and frequency of Academic Advising services provided to unclassified students is determined on a case by case basis.

**Meetings with Your Academic Advisor**

**Office Hours and Making An Appointment**
Every semester (including Summer), your Academic Advisor will announce office hours. The office hours are established for students and others to make an appointment during this time period only. Please make an appointment during these office hours so that your business and affairs are treated professionally and personally, and the time dedicated to meeting your needs is focused and productive. Keep in mind that besides academic advising, your Academic Advisor is also engaged in other activities campus-wide and throughout the community. Office hours are posted both at the Academic Advisor’s office in Spalding 253A and circulated via the Hawaiian Language listserv, to which all majors are subscribed.

Feel free to contact or make an appointment with your Academic Advisor via email at [kukakuka@hawaii.edu](mailto:kukakuka@hawaii.edu).

**Mandatory Meetings with Your Academic Advisor**
You are required to schedule a series of meetings with your Advisor as you progress throughout our Kawaihuelani program. For Freshmen and Sophomore students (up to 54 earned credits) you are required to meet with your Academic Advisor each semester.

A hold on your registration can be placed for each successive semester in which you do not meet with your Advisor (i.e., you cannot register unless you have met with your Advisor). Plan on 30-60 minutes for the required meeting, which will focus on monitoring your progress and making written plans for your courses in which you will enroll to complete your major and your BA degree and Hawaiian Language major. Do come ready to project a graduation date that you hope to meet.

Please discuss with your Advisor the appropriate way to schedule meeting times with her/him. This may include (but is not limited to) confirming an appointment, leaving a written message, voice mail messaging, video messaging or email messaging.

Those students who are on financial aid, are student athletes, living in college residences, working while attending college, who have health challenges, or may qualify
for ADA accommodations, etc. should make their situations known to the Academic Advisor at this Introductory Meeting so we may be prepared to better support you.

Also, be prepared to discuss how best to communicate with you, the student. You should provide updated addresses, phone numbers, emails and other contact information. You are responsible to update this information with your Advisor when there are changes.

**Special Series of Advising Meetings with Your Academic Advisor**

There are a series of special meetings, which happen at specified times throughout your undergraduate study at Kawaihuelani. Think of them as formal checkpoints, or "gates" through which you must pass before going on to the next step towards completing your degree and major. These special meetings are intended to enable you and your Advisor to maintain contact at critical moments in your passage through the program. The required meetings consist of the following:

**New Student Orientation Meeting**
Each semester, newly admitted students should plan to attend an orientation meeting that is scheduled before classes begin. The orientation meeting is held on a one-to-one or small group basis (which may be combined during the Introductory Meeting). Newly admitted majors should consult with your Academic Advisor as soon as possible but no later than Week 8 of the semester of admission.

**Introductory Meeting**
As soon as possible after your New Student Orientation meeting (but no later than the end of your semester of admission) please schedule an Introductory Meeting (may be combined with the New Student Orientation Meeting). This is a get-acquainted meeting where you will introduce yourself to your Advisor, describe your educational and professional goals, set-up a written plan for your studies and discuss the next steps that are coming up for you in our program. At this meeting, you will sign forms declaring your major(s), so it is important that you come prepared to make a firm decision.

For students who may want to transfer credits (not accepted at the time of admission to UH Mānoa) from other universities or community colleges, this is also the time that you should inform your Academic Advisor of your need to transfer credits. (See Request for Transfer of Credits found in this handbook).

Similarly, students who are 2nd BA degree seeking candidates should also schedule an Introductory Meeting to discuss a plan of study for the second degree before the end of the semester of admission to UH Mānoa. (See 2nd BA in Hawaiian Language found in this handbook)
Also, if you have special concerns or learning needs, including health needs, you and your Advisor will work out a plan for addressing them. This is also the time to inform your Advisor if you have need for any ADA accommodations. (See ADA Services for Students found in this handbook)

**Mandatory Advisor-Advisee Meeting**
This meeting is required each semester for all Freshmen and Sophomore students (up to 54 earned credits). Retention studies (i.e., progress made in the first two years of college) indicate that these meetings do help most students graduate on time and fully qualified. Therefore, you must schedule an appointment to meet with your Academic Advisor to discuss your progress and to make written plans for your studies. Advanced students (i.e., beyond 54 earned credits) may schedule meetings on an as-needed basis and are encouraged to do so.

**Registration Advising Meeting**
For Freshmen and Sophomore students (up to 54 earned credits), as soon as the schedule of courses for the coming semester is announced, it is your responsibility to make an appointment with your Advisor to discuss your registration. Although your registration is completed independently on-line through your MyUH account, you must keep your Academic Advisor informed and be aware of prerequisites or other special conditions that may apply as you register. Your Registration Advising Meeting may be combined with your Mandatory Advisor-Advisee Meeting.

**2nd BA Hawaiian Language Major Meeting**
After being officially admitted, 2nd BA degree students must meet individually with the Kawaihuelani Academic Advisor to determine a plan of study to fulfill the 2nd Bachelor of Arts in Hawaiian Language. The meeting must be completed before the end of the first semester of enrollment. A signed and agreed-upon, written plan of study that will guide the completion of the 2nd BA is an expected outcome of this required meeting.

**Graduation Meeting & Filing the Graduation Application**
Hulō! Congratulations! As you near the completion of your studies, you will schedule a Graduation Meeting early in your final semester, to inform your Academic Advisor about your progress, and to bring your work together to a close. If all is in order (i.e., degree and major requirements are fulfilled) your Advisor will have you complete all forms to apply for graduation and guide you through the process to reserve a place for your commencement and order your graduation regalia (accessible on-line). *Though your participation in the UH Commencement and Lā Hemo Kula is voluntary, it is encouraged!*

**Academic Calendar & Graduation Application Deadline**
Students planning to graduate should familiarize themselves with the dates relating to application for graduation and other pertinent deadlines (see the Academic Calendar in the current catalog or on-line). It is necessary to apply for graduation by the specified deadline in order to graduate in a particular term, whether or not the student plans to
attend the commencement and/or Lā Hemo Kula ceremonies. *Applications received after the graduation application deadline will not be accepted.*

**Access:** [http://manoa.hawaii.edu/records/calendar/spring_2013.html](http://manoa.hawaii.edu/records/calendar/spring_2013.html)

**UH Graduation Fees**

UH Mānoa assesses all graduates an application fee to your MyUH account when applying for graduation. The fee includes the degree verification and awarding of the official UH Mānoa diploma (English).

**Access:** [http://www.uhm.hawaii.edu/records/graduation.html](http://www.uhm.hawaii.edu/records/graduation.html)

**English & Hawaiian Language Diplomas**

UH Mānoa will provide each graduate with a diploma signifying your degree completion in English. However, as a Hawai‘inuiākea graduate, should you wish to also order a Hawaiian Language diploma, you must declare this option at this time. *You cannot order a Hawaiian Language diploma after you graduate.* Besides the charge assessed for your English diploma, there is an additional fee charged for the Hawaiian Language diploma which will be billed to your MyUH account.

You must wait 10 weeks after graduation for your diploma (English and Hawaiian) to be picked-up. Instead, you may request that your diploma be mailed to you after your final degree verification is confirmed.

**UH Commencement Regalia (Green Gown & Cap, White Tassel)**

Baccalaureate (BA) graduates who decide to participate in the UH Mānoa Commencement ceremonies must purchase and wear the prescribed regalia for commencement. Currently the price for the regalia is set by the UH Bookstore for the set of green cap, and gown & white tassel._ Order your green cap and gown & white tassel online by accessing: [www.bookstore.hawaii.edu/uhgrd](http://www.bookstore.hawaii.edu/uhgrd)

**HSHK Student Marshals**

Two student marshals from Hawai‘inuiākea are selected to represent our graduates and faculty at the UH Mānoa commencement. Student marshals must attend all required meetings. Please consult with your Advisor if you are interested in serving in this honorable position that celebrates your leadership, service and scholarship as our proud graduate. **Student Marshals are gifted with a commemorative Hawai‘inuiākea lei for their contributions.**

**UH Commencement Tickets & Printed Program**

No tickets are necessary to attend the UH Commencement at the Stan Sheriff Center. Seating is on a first come first served basis for all guests. Graduates should arrive by 8:00 AM on the Saturday of graduation wearing commencement regalia. **Printed commencement programs are placed on each graduate’s seat.** After commencement,
meet your friends and family under your first alphabet of your surname on the adjacent fields, to receive congratulations and your leis and aloha.

**Lā Hemo Kula Ceremonies & Guest Reservations**
On the eve before the UH Mānoa commencement, your ‘ohana, friends and guests will be invited to attend the Hawai‘inuiākea graduation ceremonies known as Lā Hemo Kula. Because of limited seating at the event, please be sure to email your Advisor with the number of guests by the requested due date. *If you do not respond by the due date, we will assume that you have no guests and/or are not attending the event.*

**Haʻiʻōlelo**
All graduates should be prepared to share a short, personal haʻiʻōlelo at the Lā Hemo Kula ceremonies. The Kawaihuelani graduate is asked to ‘ōlelo Hawai‘i. Depending on the total number of candidates, the alternative plan is to have one graduate from Kawaihuelani and another from Kamakakūokalani as the presenter for their classmates with a haʻiʻōlelo during the Lā Hemo Kula ceremonies, given on behalf of their fellow graduates. If you are interested in delivering the haʻiʻōlelo on behalf of your classmates, please inform your Advisor at the graduation meeting.

**On-line Moʻolelo**
All graduates are asked to complete a short biography about your time at Hawaiʻinuiākea, which will be used to design our printed program for our guests. The information will be entered on-line and you will be emailed the link. Please enter your biography information by the requested due date in order to be part of the printed commemorative program.

Access: [https://docs.google.com/spreadsheet/viewform?formkey=dDVQUUY4NHZlckJSWFNwT2Vfb25lcHc6MQ](https://docs.google.com/spreadsheet/viewform?formkey=dDVQUUY4NHZlckJSWFNwT2Vfb25lcHc6MQ)

**Hawaiian Protocol**
It is a UH Mānoa tradition that all Hawai‘inuiākea graduates (and other Native Hawaiian graduates and faculty) are honored with the opportunity to open the UH Mānoa commencement ceremonies with a chant and protocol at each commencement event, in fellowship with the Hawai‘inuiākea faculty and staff. Your participation is voluntary, but you are encouraged to participate as our newest HSHK graduate.

Similarly, the chant and protocol are offered as part of separate celebratory ceremonies hosted by Hawai‘inuiākea as a gift of Aloha to family and guests who gather the evening before the UH Mānoa commencement for our Lā Hemo Kula celebration.

**Kīhei & Lei**
An announcement via email will be sent to all graduates participating in the Lā Hemo Kula (and if they choose to do so, UHM Commencement) regarding the oli, protocol and
Hawaiʻinuiākea kīhei and lei worn as Hawaiian regalia at these ceremonies. Participants will be making their own lei. Please watch your emails for announcements.

**Kumu Keawe & Kumu Lilikalā**
Watch your emails also from either/both Kumu Keawe Lopes or/and Kumu Lilikalā Kameʻeleihiwa for announcements regarding rehearsals, traditional Hawaiian regalia, lei and oli for the Hawaiian protocol. Email our kumu with your ideas to compose your own mele or oli, or learn a group mele or oli at: rlopes@hawaii.edu or lilikala@hawaii.edu

**Final Grades Posted**
Your final grades earned during your graduation semester will not be posted and evaluated towards your degree and major until *10 weeks after graduation*. Please check your STAR at that time to verify your final grades (including those transferred from community colleges) have been applied to your degree completion and verify your graduation from the university. It is the student’s responsibility to have all qualifying non-UHM course work (e.g., community college) transferred to UHM each semester.

**UHM Transcripts**
You must wait 10 weeks after graduation for your diploma (English and Hawaiian) to be picked-up. Instead, you may request that your diploma be mailed to you after your final degree verification is confirmed. When you receive your diploma, this will signify that you may order official transcripts of your degree from the UHM Records Office on line at:


*If you need your official UHM transcript documented with your degree before the end of the 10-week waiting period, please work with your Academic Advisor to make a special request from the UHM Records Office.*

**HSHK Graduate Exit Survey**
Soon after your graduation, we ask that all of our graduates access the on-line Hawaiʻinuiākea Grade Exit Survey. Your thoughtful responses will help us all improve our programs and services for our current students. The survey, which takes only a few minutes to complete, is accessible on-line and is anonymous. You will be emailed the link to access the survey.

**Hawaiian Language Major Listserv**
At the time that students declare Hawaiian Language as their major (see Introductory Meeting), students are subscribed to the university’s listserv email service at uhm-hwnlmgmjr@lists.hawaii.edu. Announcements that concern Hawaiian Language majors as well as other community events are sent via the listserv. Students who request to have an email message sent via the listserv should contact the Academic Advisor for
approval. Students who wish to opt out of the listerv may request that their account be deleted by informing the Academic Advisor.

**Concerns Regarding Your Advisor**
If at some point in your program you have concerns regarding your Advisor, your first step is to have a meeting with your current Advisor to discuss your concerns directly. As adults, often such a discussion serves to clear the air and leads to an enhanced working relationship. Your meeting should not only present the problem, but also suggest solutions to resolve the problem. (See *Filing A Non-Academic Appeal* in this handbook).

After this meeting, if you are still in need of assistance, please contact the Director of Native Hawaiian Student Services, Dr. E. Kahunawai Wright, for immediate follow-up.

**Additional Contacts with Your Academic Advisor**
Besides meeting with your Advisor at the required times and meetings, you may also request additional phone contact or additional meetings to talk about special questions, interests, or problems you are having. You may do so by requesting an appointment for an advising time or by leaving a written message or message on your Advisor's voice mail, video mail, email, or office mail with detailed information about your request. (See *Directory of Contacts* found in this handbook).

Feel free to contact or make an appointment with your Academic Advisor via email at kukakuka@hawaii.edu.

**Make a Note of It!**

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24
Academic Actions

Academic Honesty and Integrity
All students are expected to meet the highest standards for academic honesty and integrity with the academic work that they will produce and submit to be assessed by the Kawaihuelani faculty and all other faculty or instructors of the university.

Plagiarism
Writers and scholars, including students, do not claim the words and ideas of another person as their own; rather, they give credit where credit is due. To not give credit to the original author is plagiarism. This is true for all text (including emails and other electronic media), most spoken words and citations from the Internet or other technology.

Plagiarism is a serious academic offense, and may be grounds for denial of credit, academic review by the faculty, and/or expulsion from the program and/or university. Students are mandated to use APA protocols (or other approved citation protocols) when citing works and developing references from other authors or sources. The caution is to over-cite, rather than not-cite original work.

Feel free to consult with other classmates, colleagues, and other resources; however, all work submitted must be your own. Do not plagiarize your text or any other sources. Each class assignment should be a positive learning experience for each student and not meant to pressure students to be scholars.

Self-Plagiarism
Just as scholars and researchers do not present the work of others as their own, they do not present their previously published works as new scholarship (self-plagiarism). Within limits, words used before in a publication or paper should always be presented as previously cited text.


Concerns About Your Academic Work
Students are expected to maintain satisfactory academic progress for all undergraduate courses required to earn their undergraduate degree and meet the university standards. In addition, Hawaiian Language majors are expected to maintain grades of B- or better for all 300-400 level HAW courses in their major field of study. (See BA Degree
Requirements found in this handbook). You must also maintain a cumulative 3.0 GPA for all courses that you complete for the Hawaiian Language major.

However, if a student is experiencing difficulties or problems, the student is expected to seek help or assistance following the Academic Appeals Process. In all cases, students are encouraged to seek resolution to their academic problems as early as possible by conferring directly with the most appropriate source or person for a resolution.

**Academic Appeals Process**
The faculty and staff of Kawaihuelani recognize that from time to time, students will experience problematic situations as part of their academic studies that require more than one person to make a decision or judgment. As much as possible, the student is expected to take the initiative to solve problems with the most appropriate person or source as soon as possible.

1. First, concerns about student academic progress in a course (e.g., absences, make-up work, possible failure, incomplete grades, withdrawals, etc.) should be directed to the Professor/Instructor with the student taking the initiative or first step. It is important to not only present the problem, but to also offer solutions for improvement.
2. Second, if satisfactory resolution of the problem cannot be reached between the student and Professor/Instructor, the student should seek assistance from her/his Advisor and ask the Advisor to intervene.
3. Third, if the Advisor and Professor is the same person, the student should seek assistance from a neutral and impartial Program faculty member.
4. Fourth, if necessary, the student should then seek assistance from the Program Chair and/or Program Director.
5. If these appeals do not yield a satisfactory or acceptable resolution, the student may also file an appeal with the Dean of Hawai‘i‘nui‘akea, whose decision shall be final.

There are specific timelines to observe when filing an academic appeal. Please consult with your Academic Advisor in order to file an appeal properly. For more official UH Mānoa policy regarding due process procedures, filing appeals and/or grievances, access: [http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/](http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/).

**Academic Action: Academic Risk, Probation, Suspension & Dismissal**
One of the goals of the faculty and staff at Kawaihuelani is to help all students meet with academic success. However, from time to time, students who fail a course or fail to meet academic standards may be placed on Academic Probation and in rare cases may be recommended for Academic Suspension or Academic Dismissal from the university. Written notice from the Academic Advisor for any Academic Action is required and will be provided to the student early enough to take corrective action.
When receiving a notice of Academic Action, the student will work with the Academic Advisor to develop a plan for resolving the situation. This may mean repeating a course or course equivalent. The caution is that some courses (especially those in the major) may not be repeated for credit. Even when the course is repeated, the course may not qualify to be cumulatively factored in as part of the student’s overall academic GPA. Please consult with your Academic Advisor before deciding to repeat a course.

See Procedures for Reporting Academic Progress and Guidelines Concerning Students and Academic Action & Academic Hold in the Appendix of this handbook.

For a detailed explanation of official university policy regarding Academic Probation, Academic Suspension and Academic Dismissal, please access:


Filing A Non-Academic Appeal
Besides Academic Appeals, the faculty and staff of Kawaihuelani recognize that from time to time, students will experience other problematic situations that require more than one person to make a decision or judgment. As much as possible, the student is expected to take the initiative to solve problems with the most appropriate person or source as soon as possible. The process for Filing A Non-Academic Appeal is very similar to our Academic Appeals Process, found in this handbook.

1. First, concerns about a student problem should be directed to the person most involved (e.g. professor, instructor, advisor), with the student taking the initiative or first step. It is important to not only present the problem, but to also offer solutions for improvement.
2. Second, if satisfactory resolution of the problem cannot be reached between the student and person involved, the student should seek assistance from her/his Advisor and ask the Advisor to intervene.
3. Third, if the Advisor is the same person with whom the student is experiencing the problem, the student should seek assistance from a neutral and impartial Program faculty or staff member.
4. Fourth, if necessary, the student should then seek assistance from the Program Chair and/or Program Director.
5. If these appeals do not yield a satisfactory or acceptable resolution, the student may also file an appeal with the Dean of Hawai‘inuiākea, whose decision shall be final.

There are specific timelines to observe when filing an appeal. Please consult with your Academic Advisor in order to file an appeal properly. For more official UH Mānoa policy regarding due process procedures, filing appeals and/or grievances, access: http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/.
**Guidelines for filing an Appeal or Grievance for Academic Concerns & Other Related Student Concerns**

Whenever possible, students should first meet with the official, faculty, staff or other employee and seek a reasonable solution through informal conflict resolution (see the Welina Kawaihuelani Student Handbook for guidelines) before filing a written grievance.

**Step 1. Appeal with the Faculty or Staff Member**

The student shall meet with the official, faculty, staff or other employee to attempt to resolve the conflict or problem directly with one another. *The meeting shall convene as soon as possible but no later than the end of the semester following the semester in which the conflict or problem occurred.*

**Step 2. Appeal with the Center Director**

If the conflict or problem is not resolved with the outcome in Step 1, the student grievant may file a grievance in writing with the Director within 10 working days after receiving the decision of the officials involved in Step 1. *Written grievance must be filed no later than the end of the semester following the semester in which the conflict or problem occurred.*

The student grievant shall submit a written grievance that provides the information listed below:

1. The facts from the student’s perspective, citing specific names, date(s), time, place and violation where possible (as appropriate, include information/results achieved through informal conflict resolution, including impasse);
2. The remedy sought;
3. Evidence and names of witness(es), if any;
4. The solution proposed.

The Director (or designee) will review all written testimonies supplied by the parties involved. The Director (or designee) shall meet with the parties separately or jointly (if both parties agree) to discuss the grievance. Within 10 working days of receipt of the appeal, the Director (or designee) shall complete all investigations and provide a written decision to the parties involved.

**Step 3. Appeal with the Academic Grievance (AGC) of the University of Hawaiʻi**

If the conflict or problem is not resolved with the outcome in Step 2, the student grievant may file a grievance in writing with the Academic Grievance Committee (AGC) of the UH Mānoa Office of Student Affairs, within 10 working days after receiving the decision of the Director (or designee).
The AGC will review all documents relevant to the grievance. There are two AGC decision points possible:

1. **If no reasonable cause exists**, the Director’s decision shall be upheld. The AGC shall provide a written decision to the parties involved within 15 working days of the receipt of the grievance.

2. **If reasonable cause exists**, within 15 working days of receipt of the grievance:
   - The AGC will hold a hearing to discuss the grievance.
   - The AGC shall complete all investigations.
   - The AGC shall provide a written decision to the parties involved.

The decision of the AGC will be final within Hawai‘inuiākea School of Hawaiian Knowledge and UH Mānoa.

**Academic Grievance Committee (AGC)**

The Academic Grievance Committee (AGC) is administered by the Dean of Students in the UH Mānoa Office for Student Affairs. Please access the following website for more information about the AGC and the UH Mānoa academic grievance policy and procedures: [http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/](http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/).

**Redress Beyond the Hawai‘inuiākea and the University of Hawaiʻi**

Students are encouraged to exhaust all available internal, UH Mānoa procedures to achieve a resolution of an academic grievance before seeking redress outside of the university. If a satisfactory resolution is not reached, the student can file an appeal with the appropriate official in the office of the Vice Chancellor for Student Affairs. Any party to the grievance may seek redress through a court of competent jurisdiction or an outside enforcement agency. Nothing in the university’s Statement of Responsibilities of Faculty and Students and Academic Grievance Procedures for Students shall preclude any party from redress beyond the university.

**Make a Note of It!**
University Catalog Compliance
In general, when students are admitted to the university, they must abide by and comply with the academic rules and regulations stipulated in the current UH Mānoa Catalog (in print and on-line) that applies to them as a new, transferring, continuing or returning student. It is the student’s responsibility to read, know and comply with the rules and regulations that apply towards earning their degree and abide with all university rules and regulations pertaining to students.

Furthermore, it is the student’s obligation to meet all applicable due dates, submit forms as needed, pay fees and fines required and accept all applicable policies and procedures regarding being a student in good academic standing at the university.

Students must satisfy the degree requirements of the UH Mānoa Catalog in force during the term for which they were admitted; or they may, with the consent of their Academic Advisor, meet degree completion, major and graduation requirements by complying with the provisions of a later UH Mānoa Catalog.

Students readmitted to a degree program must meet degree requirements of the UH Mānoa Catalog in force at the time of the later admission (or of a subsequent UH Mānoa Catalog, as provided above).

Aside from degree and major requirements, all students are subject to the regulations and policies stated in the UH Mānoa Catalog currently in force.

Exceptions to the regulations contained in the UH Mānoa Catalog require the written approval of the Dean of Hawai‘inuiākea School of Hawaiian Studies, unless otherwise stated in the UH Mānoa Catalog.

Make a Note of It!
Aloha & Greetings from Our Director of Kauhale Native Hawaiian Student Services

Aloha mai kāua!

On behalf of our Kauhale Native Hawaiian Student Services, I’d like to welcome you to the Hawai‘inuiākea School of Hawaiian Knowledge ‘ohana! Our Kauhale Native Hawaiian Student Services staff is here to support your personal and professional journey at the University of Hawai‘i at Mānoa and beyond.

We offer a range of student support services to reflect the diverse needs of our students who are Hawai‘inuiākea majors and all Native Hawaiian students (regardless of major). To this end, we continue to build our program of student support and always welcome new ideas, suggestions, and feedback.

Here are just some of the services and programs we provide:

- Two student resource locations – Queen Lili‘uokalani Center for Student Services, Room 104 and Kamakakūokalani, Room 211
- Free computer and printer access
- Workshops on technology, graduate/professional school, and financial aid/scholarships
- Seminars on special topics like sovereignty, Native Hawaiian-owned businesses
- Internships
- Community Huaka‘i - Hui Kū Maoli Ola, Kahana Valley, Paepae ‘o He‘eia
- Academic advising for Hawaiian Language and Hawaiian Studies majors
- Academic counseling for all other majors
- Wellness counseling and referral services
- Hawai‘inuiākea Graduation Ceremonies
- Hawai‘inuiākea Alumni Association

Should you have any questions regarding our Kauhale Native Hawaiian Student Services programs, please feel free to talk with any one of our staff (including your Kawaihuelani Academic Advisor) or contact us via email at nhss@hawaii.edu.

We look forward to serving you during your time at the University of Hawai‘i at Mānoa!

Me ke aloha,

E. Kahunawaika‘ala Wright, PhD
Director Kauhale Native Hawaiian Students Services
Nā Mea Kākoʻo o Ke Kauhale
Student Support Services

Kauhale Native Hawaiian Student Services (NHSS Kauhale)
Students at Hawaiʻinuiākea, as well as other UH Mānoa Native Hawaiian students, are privileged to have a professional staff of student services experts who form the Kauhale Native Hawaiian Student Services core force.

We have an overall Director and individual school Academic Advisors for Kawaihuelani (Hawaiian Language), Kamakakūokalani (Hawaiian Studies) and a Graduate Assistant for our Kēkelē Laeoʻo (master’s degree program). We also have the services and expertise of a Kauhale Outreach Counselor. We have several staff engaged in a wide-range of student services programs and activities with a focus on Native Hawaiian students.

Where To Find Us
The NHSS Kauhale Director, Outreach Counselor, and Hūlili, Bridge and Kākoʻo Coordinators as well as student staff, are all located in the Queen Liliʻuokalani Center for Student Services, Room 104. The Hawaiʻinuiākea Academic Advisors have their own offices in Kawaihuelani Center for Hawaiian Language (Spalding 253A) and Kamakakūokalani Center for Hawaiian Studies (Room 211).

All of the gifted and talented NHSS Kauhale ʻohana are prepared to assist any student, so please ask us. Please see the Directory of Contacts section of this handbook for a listing of our Kauhale ʻohana (and others) to locate their offices, emails and phone numbers.

What We Offer, Who We Serve
Our Kauhale Native Hawaiian Student Services staff specializes in assisting Native Hawaiian students in all programs at the UH Mānoa campus. We extend our services to other community college students with their transfer needs to UH Mānoa. Students do not need to be majors at Hawaiʻinuiākea in Hawaiian Language or Hawaiian Studies to request services from our NHSS Kauhale staff.

Some of NHSS Kauhale’s programs and services are federally-funded by the US Department of Education, Native Hawaiian Strengthening Institutions Program (Title III). This includes our newest program called Hūlili, which bridges the needs of transfer students as they begin at UH Mānoa.
Besides Hūlili, there are several on-going student services provided with a focus on meeting the needs of our Hawaiʻinuiākea and other Native Hawaiian students:

- Academic Counseling & Referral Services
- Personal Wellness Counseling & Referral Services
- Student Lounge
- Career Advising
- Information on Graduate & Professional Schools
- Community College Summer Cohort Program
- Peer Tutoring
- Internship Opportunities
- Technology Capacity Building
- Student Workshops
- Community Huakaʻi
- Summer Enrichment Program

**NHSS Tutoring & Other Services**
NHSS Kauhale offers tutoring in various academic areas, workshops in technology, career development and college learning skills, an internship program, and counseling and referral services.

**NHSS Student Resource Centers**
NHSS Kauhale has two student resource centers located at QLCSS 104 and Kamakakūokalani (KAMA) 211, where students can study, get help in school with academic, personal or other concerns, use laptops and printers, meet other students, and relax. Access to printing, desktops, laptops, etc. is available in the student resource center. Please keep the student resource center clean and orderly at all times.

**Queen Liliʻuokalani Center for Student Services**
As an undergraduate student at UH Mānoa, there is an array of services available to you as your progress through your career with at UH Mānoa. We first ask that you contact the advisors and staff of our NHSS Kauhale if you need assistance. They can direct you to our neighbors in the QLCSS building, who can also offer you help beyond NHSS.

All students should familiarize themselves with these other helpful services by contacting the agency directly, on-line, or by a personal visit and pick-up their brochure or ask questions from their friendly staffs. Most of these services have offices in the Queen Liliʻuokalani Center for Student Services (QLCSS). Access the campus map at: [http://manoa.hawaii.edu/campusmap/](http://manoa.hawaii.edu/campusmap/)

For example, the Counseling Center (QLCSS 312) helps students with personal problems or crisis; the Financial Aid Office (QLCSS 112) helps those students who need financial assistance; and the Lesbian, Gay, Bisexual and Transgendered Student Services Center (QLCSS 211) assists all students who need their services. The Admissions and Records Office is also located in QLCSS 010. The Cashier’s Office handles payments for all university-related charges and fees (QLCSS 101).
Besides QLCSS, there are also many other agencies, both UH related (Student Health Services) and private agencies (Kamehameha Schools Financial Aid) that can also help. Their offices are located on and off the UH Mānoa campus.

Some agencies are specifically organized to provide services to all Native Hawaiian students, and who are not necessarily part of Hawai‘inuiākea. For example, contact Kua’ana Native Hawaiian Student Development Services, (QLCSS 207), which specializes in the recruitment and retention of Native Hawaiians at UH Mānoa. For more information, please access: [http://www.hawaii.edu/kuaana/](http://www.hawaii.edu/kuaana/). Another agency, Hui Manawa Kūpono (QLCSS 308), offers Native Hawaiian scholarships to Native Hawaiian students and can be accessed at: [http://www.hawaii.edu/cop/mk/apply.php](http://www.hawaii.edu/cop/mk/apply.php).

**University Policy on Non-Discrimination and Affirmative Action**
The University of Hawai‘i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers academic considerations such as admission and access to, and participation and treatment in, the University’s programs, activities, and services. With regard to employment, the University is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment is expressly prohibited under University policy.

The University strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, the University is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans.

**ADA Services for Students**
The Kawaihuelani faculty and staff are committed to providing "reasonable accommodations" to qualified students with a disability in order to ensure that all students have an equal opportunity to benefit from and have access to programs and services. If you have a disability and related access needs, please contact the KOKUA program (UH Disabled Student Services Office) at 956-7511, KOKUA@hawaii.edu, or go to Room 013 in the Queen Lili‘uokalani Center for Student Services. Please know that we will work with you and KOKUA to meet your access needs based on disability documentation.
Sexual Harassment
Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Title VII applies to employers with 15 or more employees, including state and local governments, which includes UH Mānoa. It also applies to employment agencies and to labor organizations, as well as to the federal government. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

This also applies to UH Mānoa students and the relationships they have with other students, with university faculty, professors and instructors, and with all university employees. Students who need assistance with sexual harassment issues should consult their Academic Advisor who will work confidentially with the individual student to help. A referral to other helpful agencies, such as the Women’s Center or Domestic Abuse Center may be suggested.

The Family Educational Rights and Privacy Act of 1974
The Family Educational Rights and Privacy Act (FERPA) of 1974 forbids employees to disclose any information about the students, which are contained in e-mails, to any other party, either outside your organization or outside of the purpose for this disclosure without first obtaining the written consent of the student.

Confidentiality Notice: All e-mail messages, including any attachments, are for the sole use of the intended recipients and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

Error Notice: If you have received an email in error, please notify the sender and delete the email from your system.

Disclaimer: The views described herein are the views of the author, and do not represent the views or opinions of UH Mānoa or Hawaiʻinuiākea, nor is there any approval or authorization of this material, express or implied, by the UH Mānoa or Hawaiʻinuiākea.

University of Hawai‘i Student Code of Conduct
Choosing to join the University of Hawai‘i community obligates each student to abide by a Student Code of Conduct. By enrolling in the University, students accept the responsibility to become fully acquainted with the University's regulations and to comply with the University's authority.
The University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and University regulations. For a fuller explanation of the UHM Student Code of Conduct, access: http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/table_of_contents.php

Email Communication (google@hawaii.edu)
Students enrolled at Hawai‘inuiākea are required to use their google@hawaii.edu email account only to communicate with the faculty, staff and other students for the duration of the degree program. Many times, the UH firewall prevents the receiving of emails generated from outside sources (e.g., Yahoo, other Gmail, MSN, etc.) which are rejected and marked as “undeliverable” and potentially virus bearing.

Students enrolling for the first time at UH Mānoa will have access to the former @hawaii.edu email system through a google@hawaii.edu email account.

(See the Directory of Contacts elsewhere in this handbook for email information for our Hawai‘inuiākea, Kawaihuelani and NHSS Kauhale faculty and staff).

NHSS Website
Visit our new Native Hawaiian Student Services website for easy access to information about our services and our updated schedule of events. You can also access common HSHK, KCHL and UHM forms you may need, as well as make appointments with our HSHK Advisors.

Access: http://manoa.hawaii.edu/nhss. Follow us on Twitter and Facebook too!

Make a Note of It!
He Moʻolelo Welina Mai Ke Poʻo o Kawaihuelani

Welina aloha e nā haumāna o Kawaihuelani,

He leo heahea kēia iā ʻoukou, nā hoaaloha a me nā makamaka o ka hālau ʻōlelo Hawaiʻi. Piha wale ka houpo i ka hauʻoli a me ka mahalo i kou ʻauamo ʻana i ia kuleana nui ʻo ka mālama ʻana i ka leo ʻoiwi a nā kūpuna. E hoʻomanaʻo nō kākou, i loko nō o ka ʻaʻapo ʻana i ka ʻōlelo, he mea nui ka ʻauamo ʻana i ka hoʻoïli ʻana aku i ka ʻōlelo.

Aia ma Kawaihuelani he mau alanui e hele hoʻāʻo ka haumāna i kona ʻono ʻo haku mele ʻoe, ʻo ka hana keaka ʻoe, ka moʻolelo paha ʻoe. I kēia lā ua mōhala nani ka ʻōlelo ma ka hale, ma ke kula, ma ke kaiaulu, a puni ka honua. ʻO ka hoʻomau ʻana i ka ʻōlelo ma waho aku o ke kula ua like hoʻi me ka ʻōlelo noʻeau, e lawe i ke aʻo a mālama.

Palena ʻole nā ʻano hana e komo ai ka haumāna ʻōlelo Hawaiʻi. I kēia lā pōmaikaʻi kākou i kēīa ao e holo nei no ka nui o nā kumu waiwai e waiho ana ma nā waihona ʻike. Aia nō nā waihona ʻike e laʻa me ka hale waihona, a i ʻole nā kānaka e mālama ana i ka ʻōlelo ma o ka mālama ʻana i nā loina Hawaiʻi. Ola nō ka ʻōlelo Hawaiʻi!

Ke aloha,

Kapāʻanaokalāokeola Oliveira, PhD
Ke Poʻo o Kawaihuelani
Director
Kawaihuelani Center for Hawaiian Language
Papahana Kawaihuelani
Kawaihuelani’s Academic Programs

Our Mission & Our Focus

The motto of the Kawaihuelani Hawaiian Language Program honors Hāloa as a common ancestor of the Hawaiian people, asserting a hope that the descendants of Hāloa will find balance again, by recognizing our responsibility to ensure a righteous and successful future for these descendants, who are the Hawaiian people, as well as our history, our cultural practices, and our language.

The mission of our program is to revitalize the Hawaiian language and our native culture through quality Hawaiian education. This is achieved through the creation and availability of faculty, resources, curriculum, and materials that will promote the use of Hawaiian across the curriculum. Hawaiian is a viable and vibrant means of communication for a wide range of places and spaces, at the academy and in the community, and including various forms of media and technology, such as the theater, radio, print, television, and computers.

Education and revitalization of Hawaiian language often result in additional research and contributions to our knowledge base, thereby creating new ways of knowing and understanding our collective wisdom about our past, present, and future. With this knowledge, we will in turn create a new body of literature in the form of theses, dissertations, and other publications, which will emanate outward from the academy and make connection with and provide support for parallel efforts being made in the broader community and the world.
Our Academic Opportunities

As an integral part of Hawai‘inuiākea School for Hawaiian Knowledge ʻohana, we at Kawaihuelani Center for Hawaiian Language (HAW) proudly offer the following degree completion, minors and certificate opportunities through the study of Hawaiian:

<table>
<thead>
<tr>
<th>Academic Opportunity</th>
<th>HAW Credits (Upper Division 300-400)</th>
<th>Other Academic Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts in Hawaiian</td>
<td>30</td>
<td>Meet Undergraduate Education Requirements (120-124 credits)</td>
</tr>
<tr>
<td>Master of Arts in Hawaiian</td>
<td>33</td>
<td>Meet Graduate Education Requirements (36 credits)</td>
</tr>
<tr>
<td>New Minor in Hawaiian (2012)</td>
<td>18</td>
<td>Meet Minor Requirements Beyond HAW 202 (B- or better)</td>
</tr>
<tr>
<td><strong>Minor in Hawaiian</strong></td>
<td><strong>12-18</strong></td>
<td><strong>Acceptance into the UH Mānoa COE (27-36 credits)</strong></td>
</tr>
<tr>
<td>In partnership with UH Mānoa College of Education (Currently Under Restructuring)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Certificate in Hawaiian</strong></td>
<td><strong>15</strong></td>
<td><strong>Meet Upper Division (300-400) HAW Courses (B- or better)</strong></td>
</tr>
</tbody>
</table>

We pride ourselves on taking an interdisciplinary and integrative approach in the teaching and learning of our mother language! While students study in Hawaiian, they also are provided a robust context to learn and master our language in the traditional areas of music, chant, hula, poetry, oratory and literature.

Our Kawaihuelani language majors also benefit from a strong complement of courses and learning experiences in Hawaiian history, cultural knowledge, cosmology, genealogy, anthropology, astronomy, natural science, marine science, placed based education, and experiential and applied learning experiences offered by our distinguished Kawaihuelani faculty and also by the prominent faculty at our sister school, Kamakakūokalani Center for Hawaiian Studies. Through an applied learning approach, both Kawaihuelani and Kamakūokalani students benefit from extending their classroom learning through project-based learning experiences held at our Ka Loʻi o Kānewai campus.

In other creative arenas such as the dramatic and theatre arts, media writing, television and radio broadcasts, visual and computer arts - among many other inventive and inspirational areas – our Kawaihuelani students explore, practice and apply their
Hawaiian language acquisition and skills in exciting and challenging ways, as they become our next generation of 21st Century leaders!

**BA Credits Earned Beginning Fall 2012**
Beginning in Fall 2012 and thereafter, newly admitted classified (degree earning) undergraduate students completing a Bachelor of Arts degree in Hawaiian Language must complete a minimum of 120 credits, earned towards degree completion. These 120 credits must include 45 credits in level 300-400 courses, 30 credits for UHM residency, and an overall GPA of 2.0 to maintain a student’s good academic standing. In addition credits earned towards meeting the General Education Requirements and Hawaiian Language major must be completed in compliance with UHM and/or KCHL standards.

**BA Credits Earned Before Fall 2012**
Continuing classified (degree earning) undergraduate students (including transfer students) completing a Bachelor of Arts degree in Hawaiian Language prior to Fall 2012, must complete a minimum of 124 credits, earned towards degree completion. These 124 credits must include 60 credits of Non-Introductory (NI) course work, 30 credits for UHM residency, and an overall GPA of 2.0 to maintain a student’s good academic standing. In addition credits earned towards meeting the General Education Requirements and Hawaiian Language major must be completed in compliance with established UHM and/or KCHL standards.

**Who We Admit**
Kawaihuelani accepts students each Fall and Spring semester on an open admissions basis. We will accept all interested undergraduate majors regardless of class standing or GPA. However, those students entering the degree program with a GPA below 2.0, will be required to meet with the Academic Advisor at the time of declaration to develop an individualized plan/contract to ensure satisfactory progress and improvement. Details of the plan/contract are negotiable between the Academic Advisor and the student.

Kawaihuelani undergraduate majors who have earned an Associate’s Degree (AA or AS) from an accredited 2-year institution (UH system or not) will be exempt from the UH Mānoa core requirements for the undergraduate degree.

Students with degrees from other post-secondary institutions (technical/vocational schools, business schools, etc.) may be considered for exemption from UH Mānoa core on a case-by-case basis by the Kawaihuelani Curriculum Committee. The student shall prepare a written request along with other documentation (e.g., official transcripts, course descriptions) that shall be submitted to the Academic Advisor to make sure that all required paperwork and supporting documents are included.
When completed, the written request and supporting documents will be forwarded to the Kawaihuelani Curriculum Committee for review and decision-making. Final decisions will be communicated to the Director and Academic Advisor, who will notify student.

Where Are Our Graduates?
Our graduates have found thriving careers in a variety of areas – in Hawai‘i and beyond – such as in marine, earth and natural sciences and environmental careers. They also work in television and radio broadcasting, are employed as curators, scholars, researchers, cartographers and translators, and enjoy careers as scholars, writers and journalists, as well as consultants and designers engaged with web-based projects and as artisans in the visual arts and fashion design arts!

Many have continued on to earn their professional degrees to become college and university faculty, K-12 teachers and curriculum developers, as well as lawyers who specialize in Hawaiian political, land and water rights issues. They have flourishing careers as physicians and health practitioners concerned with improving the health and well-being for our people, and serve in leadership positions in government as well as in private and philanthropic sectors.

Naturally, many have found fame as kumu hula, musicians and composers in the dramatic and performance arts, as visual and film artists and in the recreation and sports fields as directors and coaches. Others have found productive livelihoods as cultural practitioners, as Hawaiian healers and as traditional farmers, artisans and in fishing, much like our kūpuna, who have strong ties to our ‘āina! Our belief is, “Anything you can do in English, you can do better in Hawaiian!”

Our Kumu
The faculty of Kawaihuelani routinely conducts research in relevant fields of study and offers four years of language study, advanced graduate level study, as well as courses in immersion education, curriculum development, and topics of relevant Hawaiian cultural content. Our world-renown faculty have expertise, knowledge and practice in using Hawaiian in their research and publications, as cultural practitioners, as composers and curators, as caretakers of our traditional ways of knowing, and as caring teachers of the next generation of Hawaiian scholars! Please visit our website for a brief biography portrait of our faculty and staff found in this handbook.

To contact our kumu via phone, office or email, please access the Directory of Contacts of faculty and staff in this handbook.

Make a Note of It!
Our Kawaihuelani Bachelor of Arts in Hawaiian

The Kawaihuelani BA in Hawaiian seeks to teach the Hawaiian language to our students as a means of communication that is appropriate for this place and time. We also seek to provide our students the ability and the opportunity to access the thoughts, ideas, and knowledge of our kūpuna, in the language of our kūpuna, through primary sources, both written and oral, while encouraging them to create new forms and ways of expressing the knowledge of the past, and their attempt to understand the way it impacts our present and future. The learning and speaking of this language is an opportunity that was denied to many of our parents and grandparents, a fact that only serves as further motivation to revive the voice of the kūpuna.

Many of our majors go on to graduate school and out into the community, as teachers in the public school system, especially in immersion education, and also as researchers.

We are proud to award the Bachelor of Arts degree upon the successful completion of 120 - 124 non-repeated credit hours, including all of the UH Mānoa undergraduate General Education Requirements and the following HAW program requirements:

Bachelor of Arts Requirements

- GPA of 2.0 in all UH Mānoa registered credit hours
- Pre-requisite: HAW 101, 102, 201, 202 & LING 102
- 30 credit hours above HAW 202 with a GPA of 3.0 or better, including:
  - Required courses: HAW 301, 302, 401, 402, and 452
  - A maximum of 3 credit hours from: HAW 284, MAO 102, SAM 102, TAHT 103, 104, MUS 312, ES 360, MUS 412, MUS 413, SLS 430, LING 445
  - A grade of B- or better in HAW 300-400 level courses counted towards the major

Students must earn a grade of C (not C-) or better for all Hawaiian Language courses that serve as prerequisites for other Hawaiian Language courses. Students who do not meet this requirement will not be permitted to register for the next level of Hawaiian Language.

Beginning in Fall 2013, for Hawaiian Language majors, a grade of B- or better is required for all 300-400 level HAW courses counted towards the Hawaiian Language major. As a Hawaiian Language major, a cumulative 3.0 GPA must be earned for all HAW major courses above HAW 202.

Written declaration of the Hawaiian Language major is necessary prior to enrollment in any of its upper level (300-400) required courses. In general, the declaration is made after students have earned 25 credits of university course work, with an overall 2.0 GPA or better.

Students admitted to the BA program prior to 2007 should consult an advisor to review changes that may affect their programs.
BA Student Learning Outcomes

The Kawaihuelani Faculty has determined that following Student Learning Outcomes should define as well as evaluate our students’ learning experiences. We evaluate them on two levels of outcomes:

Upon completion of two years of Hawaiian Language course work (i.e., HAW 101-202), our students should be able to:

<table>
<thead>
<tr>
<th>Targeted skill</th>
<th>Student Learning Objective</th>
</tr>
</thead>
</table>
| Speaking       | • Engage in conversations, provide and obtain information, express feelings and emotions, and exchange opinions on generally predictable topics related to daily activities and personal environment at an intermediate level of fluency and accuracy  
                 • Present information, concepts, and ideas to an audience of listeners at an intermediate level of fluency and accuracy |
| Listening      | Understand and interpret spoken Hawaiian at an intermediate level on familiar topics and everyday experiences strongly supported by situational context. |
| Reading        | Comprehend and interpret a variety of simple texts written in Hawaiian of several paragraphs in length on familiar topics dealing with basic personal and social needs about which the reader has personal interest and/or knowledge. |
| Writing        | Present information, concepts, and ideas to an audience of readers in a variety of simple written forms about familiar topics grounded in personal experience/interests and practical/social need using intermediate vocabulary, expressions, and structures to meet various practical writing needs. |
| Cultures, Comparisons, Connections & Communities | • Gain understanding of and respect for the Hawaiian culture and its people through the study of unique practices, perspectives, issues, and products of the culture that are expressed through and embedded in the Hawaiian language  
                                                   • Develop insight into the nature of language and culture by comparing Hawaiian language and culture to other languages and cultures  
                                                   • Apply knowledge of Hawaiian language and culture appropriately in authentic settings within and beyond the classroom in order to connect to other disciplines, contexts, and domains, access information, and interact with others in the Hawaiian language community. |
Upon completion of Hawaiian Language course work necessary to graduate with a BA degree in Hawaiian, our students should be able to:

<table>
<thead>
<tr>
<th>Targeted skill</th>
<th>Student Learning Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Speaking</strong></td>
<td>• Engage in conversations, provide and obtain information, express feelings and emotions, and exchange opinions on more abstract topics at an advanced level of fluency and accuracy</td>
</tr>
<tr>
<td></td>
<td>• Present information, concepts, and ideas to an audience of listeners at an advanced level of fluency and accuracy</td>
</tr>
<tr>
<td><strong>Listening</strong></td>
<td>Understand and interpret spoken Hawaiian at an advanced level on a variety of topics beyond the immediacy of the situation.</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
<td>Comprehend and interpret a wide variety of texts written in Hawaiian that are more conceptually abstract and linguistically complex, and/or texts that focus on unfamiliar topics and situations (e.g. primary source materials like literature, poetry, newspaper articles written by native speakers of Hawaiian).</td>
</tr>
<tr>
<td><strong>Writing</strong></td>
<td>Present information, concepts, and ideas to an audience of readers in a variety of more lengthy written forms about a number of possible topics using advanced vocabulary, expressions, and structures.</td>
</tr>
<tr>
<td><strong>Cultures, Comparisons, Connections &amp; Communities</strong></td>
<td>• Deepen understanding of and respect for the Hawaiian culture and its people through the study of unique practices, perspectives, issues, and products of the culture that are expressed through and embedded in the Hawaiian language.</td>
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<td>• Continue to develop insight into the nature of language and culture by comparing Hawaiian language and culture to other languages and cultures.</td>
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<td></td>
<td>• Expand and broaden appropriate application of Hawaiian language and culture in authentic settings within and beyond the classroom in order to connect to other disciplines, contexts, and domains, access information, and interact with others in the Hawaiian language community.</td>
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Kawaihuelani Sample BA Academic Course Schedule (120 Credits)

### 8 Semester Model: 120 Credits

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
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<tbody>
<tr>
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<td><strong>Spring</strong></td>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
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<td>W</td>
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<tr>
<td>FS</td>
<td>3</td>
<td>DA/DH/DL*</td>
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<td>FG (A/B/C)</td>
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<tr>
<td>DB &amp; DY</td>
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<tr>
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<th>Semester 7</th>
<th>Semester 8</th>
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<td><strong>Spring</strong></td>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
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### 10 Semester Model: 120 Credits

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<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
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<tr>
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<td>3</td>
<td>DB &amp; DY</td>
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<tr>
<td>DS* LING 102</td>
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<td>FG (A/B/C)</td>
<td>3</td>
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<tr>
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<td><strong>Spring</strong></td>
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Notes:
- BA students may enroll for up to 19 credits per Fall & Spring semester: 9 credits for each Summer semester session
- *Course may be double counted with major; see your Academic Advisor.
- @Students may progress faster through the Hawaiian or 2nd Language sequence by taking a placement exam.

Enrolled in Fall 2012 and thereafter, to graduate with a BA in HAW:
- 120 Total Credits = 3.0 GPA in the HAW major courses (30 credits, B not B-) + Minimum 45 upper division (300-400) course credits + 2.0 Cumulative GPA + Good Academic Standing
- Students must incorporate all general education requirements into this plan.
### 8 Semester Model (124 Credits)

<table>
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</tr>
<tr>
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<tr>
<td>HAW 101@</td>
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<td>3 HAW 201</td>
<td>4 HAW 202</td>
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<td>W (300-400)*</td>
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<td>3 HAW 401</td>
<td>3 HAW 402</td>
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<td>E (300-400)*</td>
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<td>3 HAW</td>
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<td><strong>Fall</strong></td>
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- *Course may be double counted with major; see your Academic Advisor.
- @Students may progress faster through the Hawaiian or 2nd Language sequence by taking a placement exam.

To graduate with a BA in HAW (enrolled before Fall 2012):
- 124 Total Credits = 3.0GPA in the HAW major courses (30 credits, B not B-) + 60 NI credits + 2.0 Cumulative GPA + Good Academic Standing
- Students must incorporate all general education requirements into this plan.
Kawaihuelani: Ke Kēkelē Laepua ‘Ōlelo Hawai‘i (BA in Hawaiian)

### Nā Koina Muʻa: (19 ‘Ai)

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<tr>
<th>‘Ai</th>
<th>Nā Papa</th>
<th>Hōʻike ‘Ano O Ka Papa</th>
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<th>Heluna (&quot;C&quot;)</th>
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<tr>
<td>4</td>
<td>HAW 102</td>
<td>Elementary Hawaiian II</td>
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### Nā Koina ʻŌlelo Hawai‘i: (15 ‘Ai)

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### Nā Koho ʻŌlelo Hawai‘i: (15 ‘Ai)

* Hiki ke komo hou ‘a kēlo papa hoʻokahi manawa wale nō!

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<td>Haʻuki</td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td>HAW 463</td>
<td>Language of the Classroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HAW 466</td>
<td>Kuleana Kula Kaiapuni</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HAW 470</td>
<td>Hoʻomolaha Ha‘awina</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HAW 483</td>
<td>Papa Mele Wahia Pana</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HAW 484</td>
<td>HAWaiian Poetry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HAW 485</td>
<td>Haku Hanakeke</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HAW 486</td>
<td>Kahua Hanakeke</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HAW 488</td>
<td>‘Ōlelo Noʻeau</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HAW 490</td>
<td>Ka Makauʻolelo Aʻo Kula Kaiapuni</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-6</td>
<td>HAW 499</td>
<td>Directed Studies (6 ‘Ai Wale)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Nā Koho Piʻi I Ka ʻŌlelo Hawai‘i: (3 ‘Ai Ka ‘Ol Loa)

<table>
<thead>
<tr>
<th>‘Ai</th>
<th>Nā Papa</th>
<th>Hōʻike ‘Ano O Ka Papa</th>
<th>Ke Kau Hoʻopau</th>
<th>Heluna (&quot;B-&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>HAW 284</td>
<td>Papa Mele I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MUS 312</td>
<td>Hula/Chant Ensemble</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MUS 412</td>
<td>Hula/Chant Ensemble II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MUS 413</td>
<td>Hula/Chant Ensemble III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>TAH 103</td>
<td>Elementary Tahitian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>TAH 104</td>
<td>Elementary Tahitian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SAM 102</td>
<td>Elementary Samoan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MAO102</td>
<td>Beginning Maori</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>LING 445</td>
<td>Polynesian Language Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SLS 430</td>
<td>Pidgin/Creole English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ES 360</td>
<td>Immigration to Hawai‘i and U.S</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* These courses have been designated as repeatable (once). All other HAW courses are considered non-repeatable.
Double Majors in Hawaiian Language & Hawaiian Studies

Hawai‘inuiākea students may opt to be a double major in both Hawaiian Language and Hawaiian Studies to earn their undergraduate degree. The university defines a double major as a student who majors in two disciplines offered by the same school or college. At Hawai‘inuiākea, double majors earn a degree in Hawaiian Language (HAW) and Hawaiian Studies (HWST).

The application to double major should be made after a student has earned 25 credits of successful course work towards the BA with a minimum 2.0 GPA.

There are specific course requirements for completing both the BA general education requirements and the double major requirements for Hawaiian Language and Hawaiian Studies. This generally means that the student must plan for more time and more expenses towards degree completion.

Double majors must also maintain a minimum 3.0 GPA overall for Hawaiian Language and Hawaiian Studies courses required for the double major. All double major courses must earn a B- or better grade.

Policy on Double Counting for Double Majors
Please be advised that students who qualify to double major in Hawaiian Language and Hawaiian Studies MAY NOT DOUBLE COUNT COURSE CREDITS REQUIRED FOR BOTH MAJORS. In other words, students may not double dip, i.e., use the same course to satisfy major requirements in both degree programs.

For example, Hawaiian 301 and Hawaiian 302 are currently required for both Hawaiian Language and Hawaiian Studies majors. Students must declare what major these courses will apply towards meeting the major’s requirements (i.e., either Hawaiian Language or Hawaiian Studies, but NOT BOTH) before the undergraduate degree is awarded.

Furthermore, the student must assign both courses to HAW or HWST and not split the assignment of courses.

Students who qualify to double major must be prepared to complete the additional equivalent credits by enrolling and completing equivalent courses, usually at the upper division (300-400 levels) in order to fulfill the requirements of both majors.

Please see your Academic Advisor for applying for a double major and developing a plan of study for meeting the specific requirements and agreements that need to be approved.
## Course Requirements For Hawai‘inuiākea Double Majors

### HAWAIIAN LANGUAGE & HAWAIIAN STUDIES
(65-66 Credits Total)

- Students who qualify to double major in Hawaiian Language and Hawaiian Studies must complete the following double major requirements (65-66 credits total).
- All courses for the double major must earn a grade of B- or better to be acceptable for completing the double major.
- Students who double major must agree to meet the requirements stipulated by the Memorandum of Agreement Policy on Double Counting Course Credits before being accepted.

- Hawaiian 301 and Hawaiian 302 are currently required for both majors. The student must declare what major these courses will apply towards meeting the major’s requirements (i.e., either Hawaiian Language or Hawaiian Studies, but NOT BOTH) before the undergraduate degree is awarded. Alternative and appropriate elective courses (300-400 level) must be completed. **Furthermore, the student must assign both courses to HAW or HWST and not split the assignment of courses.**

### HAWAIIAN LANGUAGE (HAW) BA REQUIREMENTS (30 Credits)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Description</th>
<th>Credits</th>
<th>Semester Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAW 301</td>
<td>Third Level</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAW 302</td>
<td>Third Level</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAW 401</td>
<td>Fourth Level</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAW 402</td>
<td>Fourth Level</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAW 452</td>
<td>Structure of Hawaiian</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAW Elective</td>
<td>HAW (300-400 Level)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAW Elective</td>
<td>HAW (300-400 Level)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAW Elective</td>
<td>HAW (300-400 Level)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAW Elective</td>
<td>HAW (300-400 Level)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAW Elective</td>
<td>HAW (300-400 Level)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HAWAIIAN STUDIES (HWST) BA REQUIREMENTS (35-36 Credits) – Revised 2011

<table>
<thead>
<tr>
<th>Course No. (Core Requirements)</th>
<th>Description</th>
<th>Credits (23-24)</th>
<th>Semester Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAW 301</td>
<td>Third Level</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAW 302</td>
<td>Third Level</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HWST 341</td>
<td>Hawaiian Genealogies</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HWST 342</td>
<td>Chiefs of Post-Contact Hawai‘i</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select One</td>
<td>HWST 222, 224, 225, 372 or 478</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select One</td>
<td>HWST 207, 281, 285 or 351</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select One</td>
<td>HWST 343, 390 or 490</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HWST Elective</td>
<td>HWST (300-400)</td>
<td>2-3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HWST AREA OF CONCENTRATION:

<table>
<thead>
<tr>
<th>Course No. (Area of Concentration)</th>
<th>Description</th>
<th>Credits (12)</th>
<th>Semester Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HWST (300-400)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HWST (300-400)</td>
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<tr>
<td>HWST (300-400)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>HWST (300-400)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Kūkulu Aupuni, Hālau O Laka, Mo’olelo ʻŌiwi, Mālama ʻĀina, Kumu Kahiki
Concurrent Majors in Hawaiian Language (or Hawaiian Studies) & Another Discipline

Hawaiʻinuiākea students may opt to be a concurrent major in Hawaiian Language (or Hawaiian Studies) and another academic major (e.g., History) to earn their undergraduate degree. The university defines concurrent majors as students who earn degrees from two different schools or colleges (e.g., Hawaiʻinuiākea & Arts and Sciences; HAW & TIM; HWST & HIST).

Caution: Not all UHM schools or colleges will approve a concurrent major with Hawaiʻinuiākea. Individual schools or colleges may determine their concurrent major policies and academic relationships with one another.

This declaration for a concurrent major should be made after a student has earned 25 credits of successful course work towards the BA with a minimum 3.25 GPA.

There are specific course requirements for completing both the BA general education requirements and the concurrent majors requirements. Completion of a minimum of 30 credits in each degree program is required. This generally means that the student must plan for more time and more expenses towards degree completion. Concurrent majors must also maintain a minimum 3.25 GPA overall.

Policy on Double Counting for Concurrent Majors
For concurrent majors, the same courses may not be used to satisfy major requirements in both degree programs, unless the specific course is required by both programs. In other words, students may not double dip, i.e., use the same course to satisfy major requirements in both degree programs.

In general, students must meet all of the requirements for Hawaiian Language (or Hawaiian Studies), their second major (e.g., History) and the BA general education requirements. Where there is a potential for conflict, the current UH Mānoa policy and regulations stipulated for Concurrent Undergraduate Majors will apply.

Please see your Academic Advisor for applying for a concurrent major and developing a plan of study for meeting the specific requirements and agreements that need to be approved.

Make a Note of It!
Credit Breakdown by Major (Beginning Fall 2012): 120 Credits

Beginning in Fall 2012 and thereafter, the minimum 120 credits a student needs to earn in order to graduate with a BA in Hawaiian Language or Hawaiian Studies are:

**Hawaiian Language Major**

<table>
<thead>
<tr>
<th>120 Credits</th>
<th>Hawaiian Language</th>
<th>BA Electives &amp; General Education Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30</td>
<td>BA Upper Division Courses (300-400)*</td>
</tr>
<tr>
<td></td>
<td>90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(45)</td>
<td></td>
</tr>
</tbody>
</table>

**Hawaiian Studies Major**

<table>
<thead>
<tr>
<th>120 Credits</th>
<th>Hawaiian Studies</th>
<th>BA Electives &amp; General Education Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>35</td>
<td>BA Upper Division Courses (300-400)*</td>
</tr>
<tr>
<td></td>
<td>85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(45)</td>
<td></td>
</tr>
</tbody>
</table>

*May include BA Upper Division Courses (300-400), including the major. See your Academic Advisor.

Beginning in Fall 2012 and thereafter, to graduate with a major BA in HAW (or HWST), the student must complete:

- 120 Minimum Total Credits = 3.0 GPA in the HAW (30) or HWST (35) major courses + 30 in residence at UHM + 45 upper division (300+ level credits) + 2.0 Cumulative GPA + Good Academic Standing
- Earn a B- or better for all 300-400 level HAW courses required in the major
- Students must incorporate all general education core requirements (foundations, diversification, focus, HSL) into this plan.

**Hawaiian Language & Hawaiian Studies Double Major**

Beginning in Fall 2012 and thereafter, the minimum 120 credits a student needs to earn in order to graduate with a BA as a double major in Hawaiian Language and Hawaiian Studies are:

<table>
<thead>
<tr>
<th>120+ Credits</th>
<th>Hawaiian Language</th>
<th>Hawaiian Studies</th>
<th>BA Electives &amp; General Education Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30</td>
<td>35</td>
<td>BA Upper Division Courses (300-400)*</td>
</tr>
<tr>
<td></td>
<td>35</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>55</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(45)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*May include BA Upper Division Courses (300-400), including the major(s). Students are strongly advised to consult with both the HAW & HWST Academic Advisors to determine
the specific number and types of credits required for the double major, credit requirements for the electives, as well as other academic requirements that are needed to be a double major in Hawaiian Language and Hawaiian Studies. In general, double majors should expect to earn more credits, spend more time towards degree completion, with additional expenses.

Beginning in Fall 2012, to graduate with a double major BA in HAW & HWST, the student must complete:

- 120 Minimum Total Credits = 3.0 GPA in the HAW (30) & HWST (35) major courses + 30 in residence at UHM + 45 upper division (300+ level credits) + 2.0 Cumulative GPA + Good Academic Standing
- Earn a B- or better for all 300-400 level HAW courses required in the major
- No double counting of major course work
- Students must incorporate all general education core requirements (foundations, diversification, focus, HSL) into this plan.

**Concurrent Majors**

Beginning in Fall 2012 and thereafter, the minimum 120 credits needed to earn a BA/BS degree as a concurrent major (i.e., Hawaiian Language or Hawaiian Studies and another discipline major (e.g., History) are:

**Hawaiian Language & Other Concurrent Major**

<table>
<thead>
<tr>
<th>120+ Credits</th>
<th>Hawaiian Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Concurrent Major, BA Electives &amp; General Education Requirements</td>
</tr>
<tr>
<td>90</td>
<td>BA Upper Division Courses (300-400)*</td>
</tr>
<tr>
<td>(45)</td>
<td></td>
</tr>
</tbody>
</table>

**Hawaiian Studies & Other Concurrent Major**

<table>
<thead>
<tr>
<th>120+ Credits</th>
<th>Hawaiian Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>Concurrent Major, BA Electives &amp; General Education Requirements</td>
</tr>
<tr>
<td>85</td>
<td>BA Upper Division Courses (300-400)*</td>
</tr>
<tr>
<td>(45)</td>
<td></td>
</tr>
</tbody>
</table>

*May include BA /BS Upper Division Courses (300-400), including the major(s). Students are strongly advised to consult with both the Academic Advisor of the concurrent major and HAW/HWST Academic Advisor to determine the specific number and types of credits required for the major, credit requirements for the electives, as well as other academic requirements that are needed to be a concurrent major in another discipline and Hawaiian Language (or Hawaiian Studies). In general, concurrent majors should expect to earn more credits, spend more time towards degree completion, with additional expenses.
Beginning in Fall 2012 and thereafter, to graduate with a BA/BS as a concurrent major, the student must complete:

- 120 Minimum Total Credits = 3.0 GPA in the HAW (30) & HWST (35) major courses + 30 in residence at UHM + 45 upper division (300+ level credits) + 2.0 Cumulative GPA + Good Academic Standing
- Earn a B- or better for all 300-400 level HAW courses required in the major
- Complete all concurrent major course work at required standards
- No double counting of major course work
- Students must incorporate all general education core requirements (foundations, diversification, focus, HSL) into this plan.

Make a Note of It!
Credit Breakdown by Major (Before Fall 2012): 124 Credits

For a continuing student who began BA degree and HAW or HWST major course work before Fall 2012, the credits a student needs to earn in order to graduate with a BA in Hawaiian Language or Hawaiian Studies are:

### Hawaiian Language Major

<table>
<thead>
<tr>
<th>124 Credits</th>
<th>Hawaiian Language</th>
<th>BA Electives &amp; Gen. Ed. Requirements</th>
<th>Non-Introductory (NI)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>94</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(60)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Hawaiian Studies Major

<table>
<thead>
<tr>
<th>124 Credits</th>
<th>Hawaiian Studies</th>
<th>BA Electives &amp; Gen. Ed. Requirements</th>
<th>Non-Introductory (NI)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>89</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(60)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Non-Introductory credits (60) may include credits earned in courses completed for the major, electives and general education requirements.

For a continuing student who began BA degree and HAW or HWST major course work before Fall 2012, the student must complete the following in order to graduate:

- **124 Total Credits = 3.0 GPA in the HAW (30) or HWST (35) major courses + 60 NI credits + 2.0 Cumulative GPA + Good Academic Standing**
- **Earn a B- or better for all 300-400 level HAW courses required in the major**
- **Students must incorporate all general education core requirements (foundations, diversification, focus, HSL) into this plan.**

### Hawaiian Language & Hawaiian Studies Double Major

For a continuing student who began BA degree and HAW (or HWST) major course work before Fall 2012, the credits a student needs to earn in order to graduate with a BA as a double major in Hawaiian Language and Hawaiian Studies are:

### Hawaiian Language & Hawaiian Studies Double Major

<table>
<thead>
<tr>
<th>124+ Credits</th>
<th>Hawaiian Language</th>
<th>Hawaiian Studies</th>
<th>BA Electives &amp; Gen. Ed. Requirements**</th>
<th>Non-Introductory (NI)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>59</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(60)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Non-Introductory credits (60) may include credits earned in courses completed for the major, electives and general education requirements.
For a continuing student who began the BA degree in HAW & HWST double major course work before Fall 2012, the student must complete the following in order to graduate with a BA as a double major in Hawaiian Language and Hawaiian Studies:

- 124 Total Credits = 3.0 GPA in the HAW (30) and HWST (35) major courses + 60 NI credits + 2.0 Cumulative GPA + Good Academic Standing
- Earn a B- or better for all 300-400 level HAW courses required in the major
- No double counting of major course work
- Students must incorporate all general education core requirements (foundations, diversification, focus, HSL) into this plan.

**Students are strongly advised to consult with both the HAW & HWST Academic Advisors to determine the specific number and types of credits required for the double major, general education requirements and BA electives, as well as other academic requirements that are needed to complete a double major in Hawaiian Language and Hawaiian Studies. In general, double majors should expect to earn more credits, spend more time towards degree completion, with additional expenses.**

**Concurrent Majors**

For a continuing student who began BA/BS degree and HAW or HWST major course work before Fall 2012, the credits a student needs to earn in order to graduate with a BA/BS degree as a concurrent major (i.e., Hawaiian Language or Hawaiian Studies and another discipline major (e.g., History) are:

### Hawaiian Language & Other Concurrent Major

<table>
<thead>
<tr>
<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Hawaiian Language</td>
</tr>
<tr>
<td>94</td>
<td>Concurrent Major, BA Electives &amp; Gen. Ed. Req.**</td>
</tr>
<tr>
<td>(60)</td>
<td>Non-Introductory (NI)*</td>
</tr>
</tbody>
</table>

### Hawaiian Studies & Other Concurrent Major

<table>
<thead>
<tr>
<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>Hawaiian Studies</td>
</tr>
<tr>
<td>89</td>
<td>Concurrent Major, BA Electives &amp; Gen. Ed. Req. **</td>
</tr>
<tr>
<td>(60)</td>
<td>Non-Introductory (NI)*</td>
</tr>
</tbody>
</table>

*Non-Introductory credits (60) may include credits earned in courses completed for the major, electives and general education requirements.

** Students are strongly advised to consult with both the Academic Advisor of the concurrent major and HAW/HWST Advisor to determine the specific number and types of credits required for the major, general education requirements and BA electives, as well as other academic requirements that are needed to complete a concurrent major in another discipline and Hawaiian Language or Hawaiian Studies. In general, concurrent
majors should expect to earn more credits, spend more time towards degree completion, with additional expenses.

For a continuing student who began BA/BS degree in HAW and/or HWST major as a concurrent major, before Fall 2012, the student must complete the following in order to graduate with a BA/BS as a concurrent major in Hawaiian Language and/or Hawaiian Studies and other discipline (e.g., History):

- 124 Total Credits = 3.0 GPA in the HAW (or HWST) major courses + 60 NI credits + 2.0 Cumulative GPA + Good Academic Standing
- Earn a B- or better for all 300-400 level HAW courses required in the major
- Complete all concurrent major course work at required standards
- No double counting of major course work
- Students must incorporate all general education core requirements (foundations, diversification, focus, HSL) into this plan.

Make a Note of It!
**B- or Better Grade Policy (Fall 2013)**

Beginning in Fall 2013, the Kawaihuelani policy is that Hawaiian Language majors must earn a B- or better in all 300-400 level HAW courses counted towards their major. Students who receive a B- (or less) in any of their HAW major courses (repeatable or not) will need to retake the course for internal purposes until they receive at least a B- in order to have the course counted towards their major. They may elect, instead, to take an equivalent course if one is available. This policy is to ensure that students have achieved beyond a satisfactory level of competency in ‘Ōlelo Hawai‘i.

This means that when applied to non-repeatable classes, students should be warned that when repeated for internal purposes, they will only receive the maximum number credits allowed for each course and the new grade may not be counted towards their GPA depending upon the grade they received the first time they took the class (see below for specific UHM Policy on non-repeatable courses).

**Financial Aid Advisory**

Students should be warned that recent and more stringent changes to financial aid policies may prohibit financing the cost of tuition for repeated classes, including HAW 300-400 courses in which a grade of less than a B- is earned. Students should check with their financial aid counselor/officer for more information.

**Repeatable & Non-Repeatable Courses**

The Kawaihuelani faculty has designated a few Hawaiian Language courses as repeatable for credit (only once). You must pass these courses with a B- or better to receive full credit. These courses are: HAW 321, HAW 345, HAW 383, HAW 433, HAW 470, HAW 485 and HAW 486. (See *Our Hawaiian Language Courses* in this Handbook for course descriptions). For courses designated as repeatable, students can take the course twice and their grades and credits for both courses will count towards their degree.

All other Hawaiian Language courses are considered non-repeatable for credit. However, as explained above, Hawaiian Language majors who receive a grade lower than a B- in any 300-400 HAW course counted towards their major will have to retake/repeat the class until they receive at least a B- in order to have the course counted towards their major. Therefore, in accordance with University of Hawai‘i at Mānoa academic policies:

- Students who earned a C-, D+, D, D-, or F or lower the first time for the course are eligible to have all new grades counted towards their cumulative GPA until they receive their first passing grade (C or higher).
- Students who earned a C, C+, or B-, C+, or C the first time for the course will NOT be able to count any new grades earned for additional attempts towards their cumulative GPA.

See the Nā Pākuʻi & Nā Mea Hoʻololi ʻŌlelo Pākuʻi (Appendices & Amendments) section of this handbook for updates to these policies.

Make a Note of It!
Request For Transfer Of Credits

For BA HAW Majors!

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.

**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.

**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 not qualifying to transfer 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.

*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 at another accredited institution 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 Committed 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.

Request For Transfer Of Credits (Hawaiian Language)

For BA HAW Majors & Non-Majors!

The KCHL Curriculum Committee shall review a Request for Evaluation of Transfer of Credits (Hawaiian Language). The Request for Evaluation of Transfer of Credits (Hawaiian Language) 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.

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

Definition: Hawaiian Language Transfer Credits are defined as credits received for previous Hawaiian Language courses completed at another accredited institute of higher education that articulate with UHM Hawaiian Language courses.
No Back Credits: Hawaiian Language Transfer Credits accepted for Hawaiian Language courses completed at another accredited institution of higher education are not eligible for back credits.¹

Eligibility: Hawaiian Language majors (as well as non-majors) may request an evaluation of their Hawaiian Language transfer credits earned at another accredited institution. However, the request cannot be formally processed and approved until a student has been admitted to a UHM 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 Hawai‘i at Mānoa will have had their former, official university or college transcripts evaluated by the Office of Admissions. Qualifying Hawaiian Language 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 (Hawaiian Language) 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 (Hawaiian Language) for courses that may have been evaluated as not qualifying to transfer 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 (Hawaiian Language) 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 (Hawaiian Language) 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

¹ For information about back credits, please see Kawaihuelani’s “Policies and Procedures for Earning Hawaiian Language Back Credits” as well as the UHM “Policy on Hawaiian/Second Language Back Credits”.

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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.

Nota Bene: A student who has a number of transfer credits to be considered is encouraged to submit the Request for Transfer of Credits (Hawaiian Language) 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 (Hawaiian Language), 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 (Hawaiian Language) 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 (Hawaiian Language) 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 (Hawaiian Language) include:

- The outside course has already been articulated with UHM HAW course. Therefore, the credits earned at another accredited institution will transfer and/or count as the articulated UHM HAW course. The Request for Transfer of Credits (Hawaiian Language) is approved.

- The outside course is deemed equivalent to a UHM HAW course even though it has not been officially articulated. Therefore, the credits earned at another accredited institution will transfer and/or count as the equivalent UHM HAW course. The Request for Transfer of Credits (Hawaiian Language) is approved.
• UHM does not have an equivalent course; however, the KCHL committee finds the outside course valuable and in line with the scope/mission of the program/degree. Therefore, the credits earned at another accredited institution will transfer and/or count for an HAW upper-division elective. The Request for Transfer of Credits (Hawaiian Language) is approved.

• The outside course is not equivalent to an existing UHM HAW course and does not align with the scope/mission of the program/degree. Therefore, the credits earned at another accredited institution will not be transferred and/or counted towards any UHM HAW course. The Request for Transfer of Credits (Hawaiian Language) is not approved.

Final Decision
The final decision of the KCHL Curriculum Committed 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.

Exemption Of UHM Core (Foundations and Diversification) Requirements For UH System Transfer Students

For BA HAW Majors!

UHM POLICY
These policies and procedures are in accordance with official UHM policy (Articulation Agreement). For more information, please access:

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

Exemption of UHM Core (Foundations and Diversification) Requirements For UH System Transfer Students
As part of the system-wide UH articulation agreement, Kawaihuelani undergraduate majors who have earned an Associate’s Degree (AA or AS) from an accredited 2-year institution in the UH System will be exempt from the UHM Core (Foundations and Diversification) Requirements for the undergraduate degree.

“Accordingly, transfer applicants who meet all admission criteria and have earned an articulated associate in arts/sciences (AA, AS) degree from a University of Hawai‘i community college will be admitted to UH Mānoa campus as having fulfilled the UH Mānoa general education core requirements.”
UHM Focus Requirements for UH System Transfer Students

For BA HAW Majors!

Students who enter the UH System in Fall 2011 and thereafter must meet all of the Focus Requirements (W, H, E, O courses). Students who entered the UH System from Spring 2005 through Spring 2011 must meet requirements given in the table below. Students who entered UH prior to Spring 2005 should check with their Academic Advisor to determine their Focus Requirements. Depending on the number of UH transfer credit hours accepted, E (ETH) and O (OC) Focus Requirements for transfer students may be reduced. The W (WI) and H (HAP) Focus Requirements are not affected; since students may transfer approved UH System courses to help them satisfy the W (WI) and H (HAP) Focus Requirements.

<table>
<thead>
<tr>
<th>No. of Accepted UH Transfer Credit Hours</th>
<th>Writing Intensive (W or WI)*</th>
<th>Hawaiian Asian &amp; Pacific (H or HAP)</th>
<th>Ethical Issues (E or ETH)</th>
<th>Oral Communication (O or OC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-54</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>55-88</td>
<td>5</td>
<td>1</td>
<td>1 or E/ETH</td>
<td>1-O/OC</td>
</tr>
<tr>
<td>89+</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* At least two “W (WI)” courses must be at the 300 or 400 level.

For more information, access the UH Mānoa catalog at: http://www.catalog.hawaii.edu/corerequirements/grad-requirements.htm

Exemption from a UHM Focus Requirement

Students who have engaged in an extraordinary experience that took place outside of the ordinary university curriculum may request a one-course exemption from a Focus Requirement that is directly related to that educational experience. To request an exemption, students must demonstrate to the General Education Committee that the experience fulfilled the goals of the Focus Requirement area. If appropriate, the exemption reduces the number of courses required for the appropriate Focus Requirement. However, it does not reduce the total number of credit hours needed to graduate (120 or 124). Students are limited to ONE EXEMPTION. Restrictions apply. For more information, students should consult their Academic Advisor.

For more information, access: www.hawaii.edu/gened/focus_exemption.htm

Eligibility: Hawaiian Language majors may submit a Request for Exemption from a UHM Focus Requirement (see above). However, the request cannot be formally processed
and approved until a student has been admitted to a Kawaihuelani program leading to an undergraduate degree and the student has confirmed intention to enroll.

**UHM Focus Requirements for Non-UH System Transfer Students**

*For BA HAW Majors!*

**Focus Requirements for Students with Non-UH System Credits**

Students who transfer credits from a non-UH System institution may have adjusted (“pro-rated”) Focus Requirements (W, H, E, O courses). The adjustment is based on the number of non-UH System transfer credit hours accepted when a student is admitted to UH Mānoa.

Therefore, non-UH System credits completed while an active UH Mānoa student are not included in the proration (e.g., summer courses, Study Abroad, Student Exchange, etc.)

For more information, access the UH Mānoa catalog at: http://www.catalog.hawaii.edu/corerequirements/grad-requirements.htm

### Non-UH System Transfer Students

<table>
<thead>
<tr>
<th>No. of Accepted Non-UH System Transfer Credit Hours</th>
<th>Writing Intensive (W or WI)*</th>
<th>Hawaiian Asian &amp; Pacific (H or HAP)</th>
<th>Ethical Issues (E or ETH)</th>
<th>Oral Communication (O or OC)</th>
<th>Prorate Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-36</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>37-54</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Step 1</td>
</tr>
<tr>
<td>55-88</td>
<td>3</td>
<td>1</td>
<td>1-E/ETH</td>
<td>Or 1-O/OC</td>
<td>Step 2</td>
</tr>
<tr>
<td>89+</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Step 3</td>
</tr>
</tbody>
</table>

* At least two “W (WI)” courses must be numbered at the 300 or 400 level.

**Exemption from a UHM Focus Requirement**

Students who have engaged in an extraordinary experience that took place outside of the ordinary university curriculum may request a one-course exemption from a Focus Requirement that is directly related to that educational experience. To request an exemption, students must demonstrate to the General Education Committee that the experience fulfilled the goals of the Focus Requirement area. If appropriate, the exemption reduces the number of courses required for the appropriate Focus Requirement. However, it does not reduce the total number of credit hours needed to graduate (120 or 124). Students are limited to ONE EXEMPTION. Restrictions apply. For more information, students should consult their Academic Advisor.

For more information, access: www.hawaii.edu/gened/focus_exemption.htm
Eligibility: Hawaiian Language majors may submit a Request for Exemption from a UHM Focus Requirement (see above). However, the request cannot be formally processed and approved until a student has been admitted to a Kawaihuelani program leading to an undergraduate degree and the student has confirmed intention to enroll.

Request for Course Substitution

For BA HAW Majors!

The KCHL Curriculum Committee shall review a Request for Course Substitution. The Request for Course Substitution 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.

For example, a student needs a particular course to graduate, but it is not offered at UHM, so an equivalent or other course may be requested to be substituted (i.e., at another accredited institution). Or, another special needs student has a learning disability (e.g., unable to orally speak or vocalize Hawaiian) but except for the learning disability, is able to complete the Hawaiian Language major; therefore, a request for an appropriate course substitute is requested (i.e., beyond reasonable ADA accommodations).

Eligibility: Hawaiian Language majors may submit a Request for Course Substitution. However, the request cannot be formally processed and approved until a student has been admitted to a Kawaihuelani program leading to an undergraduate degree and the student has confirmed intention to enroll.

Time Limited Requests
At the latest, a Request for Course Substitution should be received by the 5th week of the semester before the anticipated semester of enrollment (i.e., 5th week of the Fall semester for Spring or Summer enrollment; 5th week of the Spring semester for Fall enrollment). Decisions will be made and communicated to the student by the end of the semester in which the student submitted the request.

First Level of Screening
The student shall prepare a written Request for Course Substitution explaining the rationale for the course substitution and provide any supporting documents (e.g., catalog course description, sample syllabi, name/author of texts or readings, etc.). Submit the documentation to the Academic Advisor who will verify that all required paperwork and supporting documents are included.

When completed, the Academic Advisor will forward the written Request for Course Substitution 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 Course Substitution* 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 (expand upon the reasons or justification for your request, what will you learn, how will any special arrangements you need be provided, how will you complete the course successfully, etc.).

Possible outcomes of KCHL Curriculum Committee’s review of a *Request for Course Substitution* include:

- The *Request for Course Substitution* is equivalent to an existing HAW or UHM course; therefore, the credits to be earned will transfer and/or count as the equivalent HAW or UHM course. Therefore, the *Request for Course Substitution* is approved.

- UHM does not have an equivalent course; however, the KCHL committee finds the *Request for Course Substitution* valuable and in line with the scope/mission of the program/degree. Therefore, the credits to be earned at (e.g., at another accredited institution or program) will transfer and/or count towards a HAW course. The *Request for Course Substitution* is approved.

  *Nota bene*: It is the student’s responsibility to ensure that the credits for the course substitution transfer into UHM and apply to the degree/major.

- The *Request for Course Substitution* is not equivalent to an existing HAW or UHM course and does not align with the scope/mission of the program/degree. Therefore the *Request for Course Substitution* is not approved.

**Final Decision**

The final decision of the KCHL Curriculum Committed is final, and cannot be appealed. The final decision will be communicated to the Director and Academic Advisor, who will then notify the student.
Request for Course Waiver

For BA HAW majors and UHM courses only!

The KCHL Curriculum Committee shall review a Request for Course Waiver. The Request for Course Waiver 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.

For example, a student may produce evidence and records of competence that a particular course already completed at UH Mānoa and that meets all academic standards, e.g., an on-line course, is equivalent to a required course and decide to submit a Request for a Course Waiver.

Eligibility: Hawaiian Language majors may submit a Request for Course Waiver. However, the request cannot be formally processed and approved until a student has been admitted to a Kawaihuelani program leading to an undergraduate degree and the student has confirmed intention to enroll.

Time Limited Requests
At the latest, a Request for a Course Waiver 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.

First Level of Screening
The student shall prepare a written Request for Course Waiver explaining the rationale for the course waiver and provide any supporting documents (e.g., transcript or STAR record, catalog course description, sample syllabi, name/author of texts or readings, etc.). Submit the documentation to the Academic Advisor who will verify that all required paperwork and supporting documents are included.

When completed, the Academic Advisor will forward the written Request for Course Waiver 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 Course Waiver 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 (expand upon the reasons or justification for your request, how does the course fulfill academic requirements, etc.).

Possible outcomes of KCHL Curriculum Committee’s review of a Request for Course Waiver include:

- The Request for Course Waiver is equivalent to an existing HAW or UHM course; therefore, the credits count as the equivalent HAW or UHM course. Therefore, the Request for Course Waiver is approved.

  Nota Bene: The waiver of course does not reduce the amount of total credits necessary to complete the undergraduate degree at UH Mānoa (120 or 124 credits) and/or the required total credits to complete the Hawaiian Language major (30 credits).

- The Request for Course Waiver is not equivalent to an existing HAW or UHM course and does not align with the scope/mission of the program/degree. Therefore, the Request for Course Waiver is not approved.

Courses Completed at Other Accredited Institutions
Courses already completed at other accredited institutions are treated as Transfer Credits and are not able to be waived under a Request for Course Waiver. Instead, students should apply for a Request for Transfer of Credits to have these credits evaluated as Transfer Credits.

Waiver or Exemption of Focus Requirements
UHM has an existing policy specifically regarding the waiver or exemption of Focus Requirements (W, H, E, O courses) for both UH System and Non-UH System Transfer Students.

For more information, access: www.hawaii.edu/gened/focus_exemption.htm.

Final Decision
The final decision of the KCHL Curriculum Committed is final, and cannot be appealed. The final decision will be communicated to the Director and Academic Advisor, who will then notify the student.
Independent or Directed Study

An option for elective credit may be to do work with UH faculty in the form of an Independent Study such as Directed Reading/Research (499). Through Independent Study and/or Directed Reading/Research (499) courses, the undergraduate works one-on-one with an individual instructor who guides the undergraduate toward specific, mutually agreed upon learning objectives. **Not more than six (6) credits** in directed reading/research may be applied toward degree requirements without special permission. A proposal for such an arrangement would need to be approved by the Kawaihuelani Program Director. See the Appendix and your Academic Advisor for more information for applying for a HAW 499 course approval.

Co-Enrollment at Other University of Hawai‘i System Campuses

In general, UH Mānoa classified students (degree earning) may co-enroll for courses at any of the UH system community colleges or at UH Hilo or UH West O‘ahu, usually at the lower level (100-200).

**Mānoa Residency.** To maintain an active enrollment status (Mānoa residency) at UHM, students must enroll in a minimum of one course for credit at UH Mānoa while co-enrolled at other UH system community colleges or campuses. Also keep in mind that students must earn a minimum amount of residency credits (30 credits) at the “home” or UH Mānoa campus to be eligible to earn their degree from UH Mānoa.

**Transfer of Credits.** Keep in mind that not all courses completed at other UH community colleges and campuses are transferable to UH Mānoa. Check with your Academic Advisor before enrolling in a non-UHM course for credit.

**Transfer of Grades.** In general, grades earned in courses for credit at other UH community colleges and campuses are not transferrable to UHM or used to calculate the overall UHM GPA (grade point average).

**Transcripts.** In general, students should verify the transfer of courses from other UH system community colleges and campuses on STAR, after grades are officially entered in order to verify the actual transfer.

However, if courses completed at other UH campuses are not verifiable on STAR, the student is responsible to submit an official transcript from the community college or campus to UH Mānoa to determine the official transferability of the credits as applied to their degree. Fees may be assessed for transcripts.

For more information access:
http://www.uhm.hawaii.edu/admissions/undergrad/policies.html#articulation
UH Mānoa BA General Education
Core & Graduation Requirements

In addition to completing the major requirements for Hawaiian Language, to graduate from UH Mānoa, a student must satisfy all General Education Core and Graduation Requirements to earn a BA. Consulting with your Academic Advisor can help you select courses that may simultaneously satisfy your general education requirements and major requirements (and maybe more).

The General Education Requirements that all BA students must satisfy are:

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>Areas</th>
<th>Credits or Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Requirements</td>
<td>Foundations</td>
<td>12 Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FW, FS, FG (A/B/C)</td>
</tr>
<tr>
<td></td>
<td>Diversification</td>
<td>19 Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DA, DH, DL, DB, DP, DY, DS</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>Focus</td>
<td>1 Course each from: H, E, O</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Courses: W (100-200 level)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Courses: W (300-400 level)</td>
</tr>
<tr>
<td></td>
<td>Hawaiian or Second</td>
<td>HAW 202 or 202 level (C not C-)</td>
</tr>
<tr>
<td></td>
<td>Language Competence</td>
<td></td>
</tr>
</tbody>
</table>

Additional restrictions apply:

- Students who transfer to UH Mānoa with an AA/AS or an equivalent degree from another UH system school are considered to have fulfilled UH Mānoa Core Requirements (Foundations & Diversification). For more information, see your Academic Advisor or access [http://www.hawaii.edu/gened/articulation.htm](http://www.hawaii.edu/gened/articulation.htm)
- A grade of D (not D-) or higher is required to fulfill General Education requirements. The Credit/No Credit option is not allowed, except for those courses offered only for CR/NC.
- Beginning in Fall 2012 and thereafter, a total of 120 credits are needed to graduate, to include: 30 credits must be earned at UHM. 45 credits must be earned at the upper division level (300+ level credits)
- A minimum overall GPA of 2.0 is needed to graduate.
- A good academic standing status is required.

For complete information about the UH Mānoa General Education Core and Graduation Requirements, access: [http://www.hawaii.edu/gened/about.htm](http://www.hawaii.edu/gened/about.htm)
**General Education Requirements That May Satisfy Multiple Requirements**

Certain courses that students take may be “double dipped” to satisfy meeting more than one area of a General Education requirement. For example, the HAW 301 course may satisfy meeting both the HSL (Hawaiian or Second Language) and Focus O (Oral Communication) requirements.

The chart below can help to guide students to make “double dipped” choices:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Foundations</th>
<th>Diversification</th>
<th>Hawaiian</th>
<th>Focus</th>
<th>Major</th>
<th>Second Major</th>
<th>Minor</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations</td>
<td>--</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Diversification</td>
<td>NO</td>
<td>--</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Hawaiian</td>
<td>NO</td>
<td>NO</td>
<td>--</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Focus</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>--</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Major</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>--</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Second Major</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>--</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Minor</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>--</td>
<td>NO</td>
<td>--</td>
</tr>
<tr>
<td>Certificate</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>--</td>
</tr>
</tbody>
</table>

Please consult with your Academic Advisor when deciding about “double dipped” choices to confirm that this option applies.

**Make a Note of It!**
Undergraduate General Education Requirements

In addition to the HAW &/or HWST requirements for your major, you are also responsible for completing the following General Education Requirements towards earning your undergraduate degree from UH Mānoa (includes double majors and concurrent majors).

**UHM CORE REQUIREMENTS (12 CREDITS)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Credits</th>
<th>Requirement</th>
<th>Course Title &amp; No.</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>FW</td>
<td>3</td>
<td>Written Communication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS</td>
<td>3</td>
<td>Symbolic Reasoning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FGA, FGB, FGC</td>
<td>3</td>
<td>Global &amp; Multicultural Perspectives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FGA, FGB, FGC</td>
<td>3</td>
<td>Global &amp; Multicultural Perspectives</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UHM DIVERSIFICATION REQUIREMENTS (19 CREDITS)**

Arts, Humanities, Literatures (6 Credits from 2 Categories (DA, DH, DL))

<table>
<thead>
<tr>
<th>Code</th>
<th>Credits</th>
<th>Requirement</th>
<th>Course Title &amp; No.</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA</td>
<td></td>
<td>Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DH</td>
<td></td>
<td>Humanities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DL</td>
<td></td>
<td>Literatures</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Social Sciences (6 credits (DS))

<table>
<thead>
<tr>
<th>Code</th>
<th>Credits</th>
<th>Requirement</th>
<th>Course Title &amp; No.</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>DS</td>
<td>3</td>
<td>Social Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS</td>
<td>3</td>
<td>Social Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Natural Sciences

3 Credits from Biological Science (DB) / 3 Credits from Physical Science (DP)/ 1 Credit from Science Lab (DY)

<table>
<thead>
<tr>
<th>Code</th>
<th>Credits</th>
<th>Requirement</th>
<th>Course Title &amp; No.</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>DB</td>
<td>3</td>
<td>Biological Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DP</td>
<td>3</td>
<td>Physical Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DY</td>
<td>1</td>
<td>Science Lab</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UH MĀNOA SPECIAL GRADUATION (FOCUS) REQUIREMENTS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Credits</th>
<th>Courses Required</th>
<th>Requirement</th>
<th>Course Title &amp; No.</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>W or WI</td>
<td>1 course</td>
<td></td>
<td>Writing Intensive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W or WI</td>
<td>1 course</td>
<td></td>
<td>Writing Intensive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W or WI</td>
<td>1 course</td>
<td></td>
<td>Writing Intensive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W or WI</td>
<td>1 course</td>
<td></td>
<td>Writing Intensive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W or WI</td>
<td>1 course</td>
<td></td>
<td>Writing Intensive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W or WI</td>
<td>1 course</td>
<td></td>
<td>Writing Intensive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W or WI</td>
<td>1 course</td>
<td></td>
<td>Writing Intensive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W or WI</td>
<td>1 course</td>
<td></td>
<td>Writing Intensive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W or WI</td>
<td>1 course</td>
<td></td>
<td>Writing Intensive</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* If applicable, apply for Back Credits after earning a C or better for HSL 202 competency
Transfer Students (Non-Hawai‘i Resident)

If you are currently or were previously enrolled at a college or university other than UH Mānoa (which includes all private and out of state colleges and universities) and have completed 24 or more transferable credits, or completed at least 12 semester transferable credits and have at least 12 semester transferable credits in progress, you are considered a transfer applicant. Other transfer application requirements apply, such as a minimum GPA of 2.5.

For more detailed information, access:
http://manoa.hawaii.edu/admissions/undergrad/apply/transfer.html

Students with Associate Degrees (or Equivalent)

Kawaihuelani undergraduate majors who have earned an Associate’s Degree (AA or AS or equivalent) from an accredited 2-year institution (UH system or not) will be exempt from the UH Mānoa Core Requirements for the undergraduate degree (Foundations and Diversification).

This policy is in alignment with official UH Mānoa articulation agreements with other UH system campuses. The faculty of Kawaihuelani has also extended this policy to non-UH system students with an earned equivalent degree, such as from a junior college.

For more information, access:
http://manoa.hawaii.edu/admissions/undergrad/policies.html#credits

Students with degrees from other post-secondary institutions (junior colleges, technical/vocational schools, business schools, etc.) may be considered for exemption from UH Mānoa Core Requirements on a case-by-case basis by the Kawaihuelani Curriculum Committee. The student shall prepare a written request along with other documentation (e.g., official transcripts, course descriptions) that shall be submitted to the Academic Advisor to make sure that all required paperwork and supporting documents are included.

When completed, the written request and supporting documents will be forwarded to the Kawaihuelani Curriculum Committee for review and decision-making. Final decisions will be communicated to the Director and Academic Advisor, who will then notify student.

Please see the information regarding Request for Transfer of Credits in other parts of this handbook and in the Appendix, and work with the Academic Advisor.
Students Pursuing A Second Bachelor of Arts in Hawaiian Language

Kawaihuelani recognizes and encourages students who decide to complete a 2\textsuperscript{nd} Bachelor of Arts degree in Hawaiian Language. In general, rather than complete a graduate degree, these students decide that completing a 2nd BA degree in Hawaiian Language may better fit their educational, career or other goals. Some may come with a range of knowledge and background in Hawaiian language and culture.

For the most part, these students have been out of school for one-two or more years, have had careers, relationships, etc., and hope to enhance their lives with the completion of another BA. In most cases, most are matured adults returning to school seeking a career change or more educational opportunities by completing a 2\textsuperscript{nd} BA degree in Hawaiian Language.

**UHM Admission.** Students who decide to earn a 2\textsuperscript{nd} BA must first be admitted by the UHM Admissions Office (complete the application process by the due date and fulfill other admission requirements). These students must have earned a 1\textsuperscript{st} Bachelor’s degree at an accredited institution, and received official verification of the earned first degree from the UHM Admissions Office. Official transcripts are required.

**General Education Requirements.** After admission, the students must meet all of the undergraduate degree requirements, including those General Education degree requirements (to include Focus Requirements) required for the 2\textsuperscript{nd} Bachelor’s degree. In general, the same General Education degree requirements, including the total and types of undergraduate credits, minimum GPA, required residency credits, and academic good standing that apply to 1\textsuperscript{st} Bachelor’s degree students, will also apply to 2\textsuperscript{nd} Bachelor’s degree students.

**Hawaiian Language Major Requirements.** Similarly, the major requirements that apply to Hawaiian Language majors earning a 1\textsuperscript{st} Bachelor’s degree, will also apply to those students earning a 2\textsuperscript{nd} Bachelor’s degree. These include all Hawaiian Language major pre-requisite courses and grades, as well the overall 3.0 GPA requirements for Hawaiian Language majors, and the B- or better grade policy for courses counted towards the Hawaiian Language major. 2\textsuperscript{nd} BA majors must fulfill any other Hawaiian Language major requirements in effect, and/or determined by the faculty, at the time of admission.

**Required Meeting with Advisor.** After being officially admitted, 2\textsuperscript{nd} BA degree students must meet individually with the Kawaihuelani Academic Advisor to determine a plan of study to fulfill the 2\textsuperscript{nd} Bachelor of Arts in Hawaiian Language. The meeting must be completed before the end of the first semester of enrollment. A signed and agreed-upon, written plan of study that will guide the completion of the 2\textsuperscript{nd} BA is an expected outcome of this required meeting.
Transfer & Waiver of Credits. Any transfer and/or waiver of course or credit requirements applicable to the 2nd Bachelor’s degree or Hawaiian Language major will be negotiated at this required meeting with the Advisor. 2nd Bachelor’s degree students should be prepared to submit additional documentation for any course waiver and/or transfer of credits required by the Kawaihuelani faculty at the required meeting with the Kawaihuelani Academic Advisor.

Conditions for Admission for Students Completing a 2nd BA in Hawaiian Language

On a case-by-case basis, a determination of all or some of the following conditions for admission to a 2nd BA in Hawaiian Language program will be applicable. Each applicant is required to:

<table>
<thead>
<tr>
<th>✓</th>
<th>Required Criteria for Admission to 2nd BA in Hawaiian Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Fulfill that a minimum of one-two years has expired since receiving the 1st BA/BS degree from an accredited institution.</td>
</tr>
<tr>
<td>✓</td>
<td>Apply by the required deadline established by the University of Hawai‘i for 2nd BA applicants.</td>
</tr>
<tr>
<td>✓</td>
<td>Submit all required application materials at the time of application. Incomplete applications will not be considered.</td>
</tr>
<tr>
<td>✓</td>
<td>Achieve an overall GPA of 3.0 or better in the completion of the 1st BA degree (submit official transcripts).</td>
</tr>
<tr>
<td>✓</td>
<td>Provide three (3) letters of recommendation from faculty or other professional references who support the applicant’s admission to the 2nd BA in Hawaiian Language program.</td>
</tr>
<tr>
<td>✓</td>
<td>Submit a written essay explaining the applicant’s rationale for completing a 2nd BA in Hawaiian Language (rather than a graduate degree). The essay must develop a written plan of study with a rationale, timeline, objectives and outcomes for completing the 2nd BA.</td>
</tr>
<tr>
<td>✓</td>
<td>Agree to accept that the decision to admit or not admit the applicant to the 2nd BA in Hawaiian Language is final and cannot be appealed.</td>
</tr>
</tbody>
</table>

If required, each applicant should be prepared to:

<table>
<thead>
<tr>
<th>✓</th>
<th>Additional Required Criteria for Admission to 2nd BA in Hawaiian Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Interview with the program’s KCHL Curriculum Committee.</td>
</tr>
<tr>
<td>✓</td>
<td>Complete the Hawaiian Language Placement Exam.</td>
</tr>
<tr>
<td>✓</td>
<td>Other requirements (specify):</td>
</tr>
</tbody>
</table>

First Level of Screening

After the UHM Office of Admissions has accepted the student’s application for a 2nd BA in Hawaiian Language, the application and documents will be forwarded to the Kawaihuelani Academic Advisor. The KCHL Academic Advisor will verify that all required paperwork and supporting documents are included.

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

2nd BA in Hawaiian Language Admissions Decision-Making Process

The KCHL Curriculum Committee will review requests for a 2nd BA in Hawaiian Language on an as needed basis. After receiving the student’s application materials from the UHM Office of Admissions, the Kawaihuelani Academic Advisor will forward the application materials and supporting documents (including the STAR transcript if available) to the KCHL Curriculum Committee for review and decision-making on a case-by-case basis. The KCHL Curriculum Committee is encouraged to include faculty with specific expertise when needed. As necessary, the KCHL Director and Advisor may serve as ex-officio members.

The KCHL Curriculum Committee may request a short interview with a student to assess her/his Hawaiian language proficiency or potential and to ask questions about the student’s goals and objectives for completing a 2nd BA in Hawaiian Language.

The KCHL Curriculum Committee may require the student to complete the Hawaiian Language Proficiency Exam (HLPE) before an admission decision is rendered.

Only complete applications for admission to the KCHL 2nd BA in Hawaiian Language program 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.

Possible outcomes of KCHL Curriculum Committee’s review include:

- **Conditional admission:** There are specific conditions, course work or other academic expectations that must be met to be admitted to the 2nd BA in Hawaiian Language program. A timeline for meeting these conditions will be stipulated. The student must meet with the Kawaihuelani Academic Advisor before the end the first semester of admission to develop a written plan of study for completing the 2nd BA.

- **No admission:** After review, a decision of no admission will be determined after a thorough review of the applicant’s application materials, rationale, qualifications, academic preparation, documentation or potential for completing a 2nd BA degree. When applicable, information resulting from a committee interview, Hawaiian Language Placement Exam, may also be weighed in the decision process. An applicant who does not meet program expectations, standards or criteria will not be admitted.
Final Decision: 2nd BA in Hawaiian Language Admissions

The decision of the KCHL Curriculum Committee to admit or not admit the applicant to the 2nd BA in Hawaiian Language is final and cannot be appealed.

The final admission decision will be communicated to the Director and Academic Advisor, who will notify the student and/or UHM Office of Admissions.

Accepting Conditional Admission to the 2nd BA in Hawaiian Language

Applicants approved for Conditional Admission will be notified with a letter of Kawaihuelani’s offer to be conditionally admitted to the 2nd BA in Hawaiian Language course of study. The letter is time/date limited and is to be signed by the applicant to accept the offer of Conditional Admission. A signed/dated copy of the letter must be returned to validate the offer.

The following conditions (detailed in the offer letter) will apply to students granted Conditional Admission to the 2nd BA in Hawaiian Language degree and course of study:

<table>
<thead>
<tr>
<th>✓</th>
<th>Required Criteria for Conditional Admission to 2nd BA in Hawaiian Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Meet with the Kawaihuelani Academic Advisor to develop a written plan of study before the end of the first semester of admission.</td>
</tr>
<tr>
<td>✓</td>
<td>Submit transfer credits (if any) not accepted by the UHM Admissions Office to be evaluated at the required meeting with the Kawaihuelani Academic Advisor.</td>
</tr>
<tr>
<td>✓</td>
<td>Agree to fully accept and fulfill all of the prerequisite, passing grade, GPA, academic policies and HAW major requirements in effect at the time of admission.</td>
</tr>
<tr>
<td>✓</td>
<td>Agree to fulfill the required 30-credit residency requirements required by UH Mānoa.</td>
</tr>
<tr>
<td>✓</td>
<td>If required, agree to fulfill the required 45-credit upper division requirements required by UH Mānoa.</td>
</tr>
<tr>
<td>✓</td>
<td>If required, agree to repeat or re-enroll in an equitable course in which the applicant has not earned a grade of B- or better that apply to all Hawaiian Language Major requirements and that are applicable to all 1st BA Hawaiian Language students.</td>
</tr>
<tr>
<td>✓</td>
<td>If required, agree to repeat or re-enroll in an equitable course in which the applicant has not earned a C or better that apply to all General Education requirements and that are applicable to all 1st BA undergraduate students.</td>
</tr>
<tr>
<td>✓</td>
<td>Be mindful that if admitted, a 2nd BA in Hawaiian Language does not guarantee financial aid assistance.</td>
</tr>
<tr>
<td>✓</td>
<td>Other requirements (specify):</td>
</tr>
</tbody>
</table>

Make a Note of It!
Hawaiian and Second Language Requirements (HSL)

What is the Hawaiian or Second Language Requirement (HSL)?
Access:  http://www.hawaii.edu/gened/hsl.htm

In addition to improving written and oral communication and reasoning skills, proficiency in Hawaiian or a second language (HSL) is an integral part of the university's mission to "prepare students to function effectively in a global society," to "preserve and promulgate Hawaiian, Asian, and Pacific language, history, and culture and [to] provide students an education experience with an international dimension" (The University of Hawai'i Strategic Plan 1996-2001: "Goals," sec. 111, C: p. 5; "Action Strategies," sec. V, 2; p. 9).

The Hawaiian or Second Language (HSL) requirement varies by UH Mānoa college/school. Half require that students demonstrate competence at the 202 (or equivalent) level in Hawaiian or a second language by doing one of the following:

a. Completing a four-semester sequence (usually 101, 102, 201, and 202) in a single language.

b. Demonstrating competence by taking a UHM exam if one is offered. Check with the language department in question.

c. Receiving a language-requirement waiver. For example, waivers may be given to students who are native speakers of a language other than English. Contact the College of Language, Linguistics, and Literature for details.

What is the Hawaiian Language Placement Exam (HLPE)?

HLPE Exam Purpose
The purpose of the HLPE is to assess Hawaiian Language acquisition and proficiency for appropriate placement into the Hawaiian language courses offered at UH Mānoa in order for students to meet the Hawaiian and/or Second Language undergraduate graduation requirement. The HLPE is not a diagnostic test, nor is the HLPE a formative or summative assessment. As a placement test, students must complete subsequent course work to demonstrate language skills acquired, and/or language competency or proficiency in reading, writing, speaking, listening and reasoning using Hawaiian Language over time. After placement by HLPE score into a Hawaiian language course, the student must pass the course (C not C- or better for HAW 102-202; B- or better for HAW 301-402) to demonstrate proficiency and competency in Hawaiian language acquisition.
HLPE Exam Participants

HLPE REQUIRED FOR:
STUDENTS ENROLLING WITH PRIOR HAWAIIAN LANGUAGE: If you have prior Hawaiian Language experience (e.g., high school, kula kaiaipuni, other university or community college courses, lived with native speakers, etc.), you must register to complete the Hawaiian Language Placement Exam in order to qualify for UH Mānoa back credits and/or waive credits.

HLPE RECOMMENDED FOR:
STUDENTS ENROLLING IN ADVANCED COURSES IN HAWAIIAN LANGUAGE: We encourage students who have not been recently engaged in using Hawaiian frequently, to consider taking a placement exam if they are interested in taking advanced courses (300-400 levels) in Hawaiian Language. You must register for the exam.

NO PLACEMENT TEST REQUIRED FOR:
• STUDENTS ENROLLING IN HAW 101: You may enroll in HAW 101 with no prior consent or pre-requisites. A placement exam is not required to enroll in HAW 101.
• CONTINUING UH SYSTEM STUDENTS: You may continue to enroll in the next Hawaiian Language course for which you are eligible to meet your Hawaiian or second language requirements for your degree.
• STUDENTS ENROLLING WITH PRIOR COLLEGE CREDITS IN HAWAIIAN LANGUAGE: If you have already earned equivalent college credits for Hawaiian Language, taking a placement exam is optional (e.g., 100-200 levels at a community college or other accredited university with a C (not C-) grade or better). However, the HLPE is strongly recommended if you are interested in taking advanced courses (300-400 levels) in Hawaiian Language. You must register for the exam.

HLPE Exam Dates
HLPE exam dates and locations are established each semester and announced in the UH Mānoa Registration Guide and on-line. Please contact the Hawaiian Language Academic Advisor to register to take the exam. Please send your completed registration application with supporting documents and exam fees (if required) by the established due date.

HLPE Exam Site and Facilities
The exam site is located on the UH Mānoa campus at Moore Hall Lab 155B located at 1890 East-West Road, Honolulu, HI 96822. The facilities will open and close one-half our before and after the exam. Parking is always a challenge on the Mānoa campus, so please plan ahead. For a campus map, access www.hawaii.edu/campusmap/

HLPE Exam Protocols
Please bring along an official government issued picture ID (or valid student ID) along with your HLPE Ticket. Plan on participating in a four-hour period (4 hours) for uninterrupted examination. All exam materials will be provided. Only participants taking the exam may be
present at the exam site. No smoking, eating or drinking is allowed. A short break will be scheduled after the second hour of the exam.

HLPE Exam Components & Schedule
The Hawaiian Language Placement Exam has two components that are evaluated and assessed by the Hawaiian Language faculty: (1) Overall Competency to Read, Write and Reason in the Hawaiian Language (2 hours) and (2) Oral Speaking and Listening Fluency using the Hawaiian Language (1 hour). Exam administration time and scheduled breaks add another 1 hour.

HLPE Exam Results & Reporting
The results of the HLPE are:

- **Valid for One Year:** The exam results are valid for one year from the date of the exam. The results are final and cannot be appealed.
- **Use of Results:** For placement purposes into credit courses, the results of the exam are only valid at UH Mānoa. The results may or may not be valid or acceptable at other universities and community colleges.
- **Results Reported:** Allow **four weeks** after the exam for results to be reported in writing. Unless otherwise requested, exam results will be emailed.
- **Re-test:** Students may re-test only after one year from the date of the exam.

Take the Exam Early
Since results of the placement exam are used to place students into appropriate Hawaiian language levels and courses, it is to the student’s advantage to take the exam well in advance of the UH Mānoa registration periods. In general, the Spring HLPE results are used for Summer and Fall registration. The Fall HLPE results are used for Spring registration. Test early!

ADA Accommodations
If you have a disability and related access needs, please contact the KOKUA program (UH Mānoa Disabled Student Services Office) at 956-7511, KOKUA@hawaii.edu, or report to the Queen Lili‘uokalani Center for Student Services. Please know that we will work with you and KOKUA to meet your access needs based on disability documentation. Specific information regarding receiving assistance during exams may be accessed at: [http://www.hawaii.edu/kokua/ExamAccoms.htm#procedures](http://www.hawaii.edu/kokua/ExamAccoms.htm#procedures).

HLPE Exam Fees
Students who are enrolled at UH Mānoa or other UH System universities or community colleges are not assessed fees for the HLPE. As a professional courtesy to all UH System students, Hawai‘inuiākea offers the HLPE as a viable option for meeting the Hawaiian Language and/or second language requirements for students who hope to apply for back credits and/or waivers from this requirement towards their degree program. Please consult the current UH Mānoa catalog and policy for a complete description of the Hawaiian and second language requirements for your degree at [http://www.hawaii.edu/gened/hsl.htm](http://www.hawaii.edu/gened/hsl.htm)
Non-UHM or non-UH system students are assessed a $50 (US funds) non-refundable service fee in order to register and take the HLPE. Make checks payable to: University of Hawaiʻi at Mānoa. At this time the university does not accept credit or debit payments.

How To Apply

REGISTRATION APPLICATION (ALL STUDENTS). NO WALK-IN REGISTRATIONS! Space is limited!

Submit a complete Registration Application For The Hawaiian Language Placement Exam by the due date. Only timely and complete registration applications will be accepted.

FOR NON-UH SYSTEM STUDENTS ONLY!
Attach the following documents or information to your Registration Application For The Hawaiian Language Placement Exam:

1. Check made payable to ($50 US funds only) to the University of Hawaiʻi at Mānoa. At this time the university does not accept credit or debit payments.
2. Submit a copy of your university’s Foreign or Second Language Placement/Competency requirements with a full description (or other written criteria) from your university catalog or your college major department or program. The essential criteria for passing your course of study with regards to completing your degree should be accurately and fully described, including the number of course credits and/or instructional hours required.
3. Complete and submit any forms that your university requires to inform officials of the results of your Hawaiian Language Placement Exam.
4. Provide a self-stamped, self-addressed no. 10 business envelope to mail your exam results. Please specify the name, title, department, and mailing address.
5. On your registration form, you will be ask to provide a phone no. & email address of the person to whom the results of your Hawaiian Language Placement Exam will be sent when you register on the exam day.

HLPE Exam Proctor
Please contact our Exam Proctor, Dr. Kamuela KaʻAhanui, Academic Advisor at kukakuka@hawaii.edu or phone 808.956.7637 to register for one of the HLPE exam sessions, for more information, or to cancel your HLPE reservation.

Make a Note of It!
Our Kawaihuelani Hawaiian Language Minor

Our Hawaiian Language Minor degree requirements recognize successful completion of approved coursework, which reflects, at a minimum, 18 credits of non-introductory courses (beyond HAW 202) with a grade of B- or better. Our courses will constitute an academically defensible and focused aspect of advanced Hawaiian Language competency using the following outcomes criteria:

Upon completion of a BA in a minor in Hawaiian Language our students should be able to:

- Understand abstract content of paragraph length descriptions/narrative on familiar topics (Listening)
- Initiate, sustain, and close a conversation using various communication strategies (Speaking)
- Read texts written in the target language critically (Reading)
- Write narratives/descriptions or personal experiences, interests, and plans in several paragraphs (Writing)
- Demonstrate understanding of how culture is embedded in the use of target language (Culture)

Written declaration of the Hawaiian Language minor is necessary prior to enrollment in any of its required courses. In general, the declaration is made after students have earned 25 credits of university course work, with an overall 2.0 GPA or better.

Students must have completed all the prerequisite courses before declaring the minor (HAW 101, 102, 201, 201) with a grade of C (not C-) or better.

Students may waive some of the HAW prerequisites with a qualifying placement score on the Hawaiian Language Placement Exam.

Courses in the minor may not be double-counted (i.e., credit earned/granted for another minor, major, certificate or degree).

Students must apply for the Hawaiian Language Minor degree upon satisfactory completion of the minor requirements. Application and approval must be processed before graduation. The minor cannot be granted retroactively after the student has matriculated/graduated from the university.

Purpose of the Hawaiian Language Minor

The overall purpose of the Minor in Hawaiian is to provide an undergraduate learning opportunity tailored to classified (degree earning) students who are interested in
Hawaiian Language as a second discipline of specialization that will complement their major studies, support their future work in and for the Hawaiian community, and/or empower their growth and a development as Native Hawaiians.

Acceptance into the Hawaiian Language Minor follows:

- Completion of 25 credits of university work with a 2.0 cumulative and major GPA
- Admission to an appropriate academic major
- Successful completion of HAW 101, 102, 201, and 202

<table>
<thead>
<tr>
<th>Hawaiian Language Minor Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 18 credit hours of non-introductory Hawaiian Language courses (beyond 202) including:</td>
</tr>
<tr>
<td>- 12 credit hours in continuing language study (HAW 301, HAW 302, HAW 401, HAW 402)</td>
</tr>
<tr>
<td>- 6 credit hours from HAW elective courses at the 300-400 level in various content areas</td>
</tr>
<tr>
<td>☐ A 3.0 GPA in courses leading to the minor is required.</td>
</tr>
<tr>
<td>☐ A grade of B- or better is required for all Hawaiian Language courses counted towards the Hawaiian Language minor.</td>
</tr>
</tbody>
</table>

Upon recommendation of the faculty of the Center for Hawaiian Language, UH Mānoa confers a minor degree in Hawaiian Language. Upon verification, the Registrar will be informed to record the completion of the Hawaiian Language minor as part of the student’s official university transcripts (Executive Policy E5.205 Academic Minors & Certificate Credentials, March 1996).
Our Kawaihuelani & Hoʻokulāiwi Hawaiian Immersion Minor

At this time, the Minor in Hawaiian Immersion which is offered in partnership with the Hoʻokulāiwi ‘Aha Ho‘onauʻauo ʻŌiwi (Center for Native Hawaiian and Indigenous Education) in the UH Mānoa College of Education, is under review. Students interested in declaring this immersion minor must meet the following requirements:

Kawaihuelani trains teachers for Hawaiian immersion schools, public or private schools with Hawaiian language courses and Hawaiian charter schools. In partnership with the Hoʻokulāiwi: ‘Aha Ho‘ona‘auo ʻŌiwi (Center for Native Hawaiian and Indigenous Education) housed within the UH Mānoa College of Education (COE), Kawaihuelani administers our Minor in Hawaiian Immersion (with an immersion education focus) to prepare secondary subject area teachers for the Hawaiian Language Immersion Program in the Hawai‘i State Department of Education.

Written declaration of the Hawaiian minor is necessary prior to enrollment in any of its required courses. In general, the declaration is made after students have earned 55 credits of university course work, with an overall 2.75 GPA or better.

Students must apply for the Hawaiian Language Immersion Minor degree upon satisfactory completion of the minor requirements. Application and approval must be processed before graduation. The minor cannot be granted retroactively after the student has matriculated/graduated from the university.

Courses in the Hawaiian minor may not be double-counted (i.e., credit earned/granted for another minor, major, certificate or degree).

Students must also apply for admission to the College of Education, with an appropriate academic major. Please contact the COE for more information regarding admissions.

<table>
<thead>
<tr>
<th>Hawaiian Immersion Minor Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Completion of 55 credits of university course work</td>
</tr>
<tr>
<td>- A 2.75 GPA for courses in the academic major</td>
</tr>
<tr>
<td>- Admission to an appropriate academic major</td>
</tr>
<tr>
<td>- Successful completion of the COE entrance exam (Praxis I &amp; II)</td>
</tr>
<tr>
<td>- Successful completion of the COE personal admissions interview</td>
</tr>
<tr>
<td>- Successful completion of HAW 302 or higher</td>
</tr>
<tr>
<td>- Attainment of a B- or better average for all advanced level Hawaiian language courses.</td>
</tr>
</tbody>
</table>

After the candidate is accepted, the HAW Minor is awarded with the successful completion of a total of 27-36 credits, with a minimum GPA requirement of 2.75 in all the minor courses:
<table>
<thead>
<tr>
<th>Credits</th>
<th>Program</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>12–18</td>
<td>Kawaihuelani (HAW)*</td>
<td>HAW 331, HAW 332, HAW 401, HAW 402, HAW 463, HAW 470</td>
</tr>
<tr>
<td>15-18</td>
<td>Hoʻokulāwi: ‘Aha Hoʻonaʻauao ʻŌiwi (COE)*</td>
<td>• ITE 312, EDEP 311, EDEF 310&lt;br&gt;• One complementary course (ETEC 414; SPED 445; ITE 360; EDCS 431).&lt;br&gt;• One ITE methods course (33X–34X) in subject area.</td>
</tr>
<tr>
<td>Total</td>
<td>HAW &amp; COE*</td>
<td>See above.</td>
</tr>
<tr>
<td>27-36</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please see the UH Mānoa Catalog for HAW & COE course descriptions, credits and requirements*
Our Kawaihuelani Certificate in Hawaiian

Upon recommendation of the faculty of the Kawaihuelani Center for Hawaiian Language, UH Mānoa confers certification of achievement in Hawaiian language with a Certificate in Hawaiian.

Written declaration of the Certificate in Hawaiian is not necessary prior to enrollment in any of its required courses. However, students are encouraged to complete courses HAW 301 and HAW 302 before taking further courses towards the Certificate in Hawaiian.

Courses in the Certificate in Hawaiian may not be double-counted (i.e., credit earned/granted for another minor, major, certificate or degree) and must be passed with a B- or better.

Students who earn a Certificate in Hawaiian must maintain an overall 3.0 GPA for courses required for the Certificate. Course work must be completed at the 300-400 level.

Students must apply for the Certificate in Hawaiian upon satisfactory completion of the certificate requirements. Application and approval must be processed before graduation. The Certificate in Hawaiian cannot be granted retroactively after the student has matriculated/graduated from the university.

Hawaiian Certificate Requirements

- 15 credit hours beyond the intermediate level in Hawaiian, including:
  - 6 credit hours in continuing language study
  - 9 credit hours in language, literature, structure or other content area courses selected to complement the major field of study.
  - Course work must be completed at the 300-400 level.
- A 3.0 GPA in courses leading to the certificate is required.
- A grade of B- or better is required for all Hawaiian Language courses counted towards the Hawaiian Language certificate.

Upon verification, the Registrar will be informed to record the completion of the Certificate in Hawaiian as part of the student’s official university transcripts (Executive Policy E5.205 Academic Minors & Certificate Credentials, March 1996).
Our Kawaihuelani Master of Arts in Hawaiian

The Master of Arts degree in Hawaiian (established Fall 2005) is designed to provide broad, in-depth education in the Hawaiian language, culture, and literature and is an integral part of the efforts to revitalize Hawaiian as a living language. The program is designed to create scholarship in Hawaiian in new domains, including advanced study of literature; to strengthen and expand the understanding and use of various styles of Hawaiian; to develop curriculum and resources and teacher training for the Kula Kaiapuni (Hawaiian medium schools); and to provide support to graduate students in related fields. The MA in Hawaiian is intended for students who have a broad background in Hawaiian language and culture, but want more depth in their knowledge.

The three areas of the curriculum that are available are:

- **Moʻolelo.** The Moʻolelo curricula focuses on Hawaiian history and literature through the analysis, critique, creation and presentation of Hawaiian language resources.
- **Kumu Kula Kaiapuni.** The Kumu Kula Kaiapuni curricula focuses on the educational, linguistic, and cultural tools that teachers need to perform better in Hawaiian medium schools. Students producing curriculum and developing their own teaching skills will also be able to work closely with the newly established Mary Kawena Pukui Hale: Center for the Survival and Promotion of Hawaiian.
- **Kālaiʻōlelo.** The Kālaiʻōlelo curricula focuses on the linguistic analysis of Hawaiian.

The wide range of disciplines and knowledge represented by our faculty will allow students to focus on a much wider variety of topics, including anthropology, ethnomusicology, geography, politics, religion, and more. Students in the program will have the opportunity to continue their study of language through closer interaction with Native Speakers, additional research of primary resources, as well as production of theses in Hawaiian.
MA Student Learning Outcomes
The Kawaihuelani Graduate Faculty has determined that following Student Learning Outcomes should define as well as evaluate our students’ learning experiences. Upon completion of Hawaiian Language course work required for the Master of Arts degree, our students should be able to:

<table>
<thead>
<tr>
<th>Targeted Skill</th>
<th>Student Learning Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Demonstrate comprehension of traditional literary texts.</td>
</tr>
<tr>
<td>Listening</td>
<td>Demonstrate comprehension of native speaker dialog</td>
</tr>
</tbody>
</table>
| Speaking       | Offer a quality* public presentation in Hawaiian  
|                | *Quality defined as proper use of the Hawaiian language and demonstration of Hawaiian concepts |
| Writing        | Demonstrate competence in formal writing skills that have practical/contemporary application |
| Culture        | Demonstrate the ability to apply cultural norms in a range of communicative events |
| Research       | Construct a culturally sensitive research project that utilizes/analyzes relevant existing resources and contributes to the overall Hawaiian knowledge base |

MA Graduate Programs Assistant
For more information about our master’s degree programs, please contact our master’s programs Graduate Programs Assistant, C. Ululani Oliva at carlyo@hawaii.edu.

Make a Note of It!
Our Kawaihuelani Academic Standards & Expectations

Grade Point Average & Grade Systems

At Kawaihuelani, Hawaiian Language majors are expected to meet high standards throughout their course work and when measuring other learner outcomes. Our faculty use both Grade Point Equivalent systems (+/- or grade only) to evaluate our students. Please check with your course instructor or course syllabus for the Grade Point Equivalent system used in a particular course.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GPE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

★Grade Point Equivalent

B- or Better Grade Policy for Hawaiian Language Majors

The University of Hawai’i at Mānoa policy requires all undergraduates to earn a cumulative 2.0 GPA for all course work completed in order to earn the Bachelor’s degree. However, Kawaihuelani policy requires a higher standard for our majors. Beginning in Fall 2013:

- Hawaiian Language (HAW) majors must earn a B- or better in all 300-400 level Hawaiian Language courses that are required for the major.

- Hawaiian Language (HAW) majors must maintain a 3.0 cumulative GPA for all courses that are required for the Hawaiian Language (HAW) major.

A Word Of Caution! Kawaihuelani majors need to be vigilant about their grades, especially when grades earned are below a “B-”. Some courses may not be repeated. Some courses, even when repeated and earning a better grade, will not affect the
individual student’s GPA (grade point average) when cumulatively factored in to determine the overall GPA. Some repeated courses may not be covered by financial aid.

**UH Mānoa Class Standing by Earned Credits**

In general, we use the following system to determine your class standing, based upon the total number of credits (i.e., for both your Hawaiian Language Major requirements and General Education requirements) you have earned overall as a UH Mānoa student.

Each semester, your registration priority level is determined by the number of credits completed. Classified students (degree earning) have priority over other students for registration. HAW majors have priority over other students for registration in HAW courses.

In order to graduate with your BA degree from UH Mānoa, you must earn a minimum of 30 credits to fulfill your residency requirements at UH Mānoa.

<table>
<thead>
<tr>
<th>Earned Credits</th>
<th>Classified Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>89-150 or more Earned Credits</td>
<td>Classified Senior Standing</td>
</tr>
<tr>
<td>55-88 Earned Credits</td>
<td>Classified Junior Standing</td>
</tr>
<tr>
<td>25-54 Earned Credits</td>
<td>Classified Sophomore Standing</td>
</tr>
<tr>
<td>0-24 Earned Credits</td>
<td>Classified Freshman Standing</td>
</tr>
</tbody>
</table>

**C (not C-) is needed for General Education Requirements**

**B- or better is needed for Hawaiian Language Major Requirements**

**Make a Note of It!**
Procedures for Reporting Student Academic Progress  
(Revised Fall 2013)

In order to monitor student academic progress, a reporting system for academically at-risk Kawaihuelani students (failure, probation, suspension or dismissal) has been established for the 8th and 12th weeks of each Fall and Spring semester.

This policy applies to Hawaiian Language majors only enrolled in 300-400 level HAW courses. Do not report non-majors!

1. The Kawaihuelani Academic Advisor will send a reminder via email to all undergraduate majors and faculty at the beginning of each semester to confirm the individual course grade policy for all declared Hawaiian Language majors, i.e., a grade of B- or better is required for all 300-400 level Hawaiian Language courses counted towards their major.  

   Instructors of HAW 300-400 courses should access their MyUH accounts for class lists (select “Detail Class List”) to determine which students enrolled in their course(s) are Hawaiian Language majors.

2. At Week 7 (for Week 8) and again at Week 11 (for Week 12) of the Fall and Spring semesters, the Academic Advisor will forward via email an Academic Progress Report form to each instructor and HAW student major. The form may be used for each undergraduate Hawaiian Language major enrolled in any 300-400 level HAW course.

3. It is the primary responsibility of the HAW major to request Academic Progress Reports from their instructors, however instructors may also initiate the use of the Academic Progress Report form. Instructors shall submit completed reports to the Academic Advisor by the end of Week 8 and Week 12 for appropriate and timely follow-up. **For all instructors of 300-400 level HAW courses, the report is required for majors who are making less than satisfactory progress and may be at academic risk of not earning a B- or better grade for the course.**

4. Upon receipt of a student request, or through instructor self-reporting, the Academic Progress Report form will be completed and signed by the instructor, who will review the report with the student. *Have the student sign the report as well.*

   a. **For a major earning a B- or better grade and who meets or exceeds expectations or who is making on-target progress,** no further action is

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2 See full policy: “Hawaiian Language Major Exit GPA & Individual Course Grade Policies & Procedures, Revised Fall 2011”.
needed. Submit the original to the student and a copy to the Academic Advisor. The instructor should maintain a file copy.

b. **For a major earning less than a B- grade (C+, C, C-, D+, D, D-, or F), and/or who is making less than satisfactory progress, (in any criteria),** the instructor will review the report with the student. Using the “Intervention Plan” section of the form (or attachment), the instructor should complete a written plan for improvement with a specific goal, plan and time line. Submit the original to the student and a copy to the Academic Advisor. The instructor should maintain a file copy.

5. Upon receiving the report, the Academic Advisor will flag majors who are not meeting the minimum grade standard (B- or better) or other academic requirements and meet with them to provide advice and assistance. Note that the Academic Progress Report form must be submitted in a timely manner, in order for this important follow-up to happen.

6. When end of the semester grades are officially posted, the Kawaihuelani Academic Advisor will use the STAR system to identify Kawaihuelani majors who did not meet the minimum grade standard B- or better in their 300-400 level HAW courses. Majors will be notified in writing that they did not meet the standard grade requirement for the given course and must meet with the Academic Advisor to plan a course of action or assistance.

7. A major who does not earn a B- or better grade in any of their 300-400 level HAW courses counted toward their major cannot move on to the next level of Hawaiian Language courses, and will instead, need to retake/ repeat the course (or applicable equivalent) for internal purposes until they pass with a B- or better grade.

8. Students should be warned that when a course is retaken for internal purposes:

   a. they will only receive the maximum number credits allowed for each course.

      - For a non-repeatable 3-credit course, students will only receive 3 credits for the course no matter how many times they retake it.

      - For a 3-credit course that is repeatable once, students will only receive 6 credits no matter how many times they retake it.
b. all grades for all attempts will be counted towards their cumulative GPA until they receive their first passing grade of C or higher. 3

Even though the university may not give them credit hours or grade points for retaking the course, the B (not B-) or better standard is an expectation that must be met by all Hawaiian Language majors.

Financial Aid Advisory
Students should be warned that recent and more stringent changes to financial aid policies may prohibit financing the cost of tuition for repeated classes, including HAW 300-400 courses in which a grade of less than a B- is earned. Students should check with their financial aid counselor/officer for more information.

References:  Academic Progress Report Form, Revised Fall 2013
Internal Hawaiian Language Undergraduate Major Exit GPA & Individual Course Grade Policies & Procedures, Revised Fall 2013

See the Nā Pākuʻi & Nā Mea Hoʻololi ʻŌlelo Pākuʻi (Appendices & Amendments) section of this handbook for updates to this policy.

See the information describing Academic Actions elsewhere in this handbook.

3 Hawaiian Language Majors who receive a grade lower than a B- in any 300-400 HAW course counted towards their major will have to retake/repeat the class until they receive at least a B- in order to have the course counted towards their major.

In accordance with UHM Policy:
- Students who earned a C-, D+, D, D-, or F or lower the first time for the course are eligible to have all new grades counted towards their cumulative GPA until they receive their first passing grade (C or higher).
- Students who earned a C, C+, or B-, C+, or C the first time for the course will NOT be able to count any new grades earned for additional attempts towards their cumulative GPA.
Our Kawaihuelani Enrichment Programs

The faculty and staff of Kawaihuelani create and implement inventive and inspirational projects and programs that promote Hawaiian language, culture, history, and traditions throughout our communities. These exciting and enriching programs that take Hawaiian Language to superior levels beyond our classroom instruction include:

- **Ke Aolama**: 5-minute newscasts in Hawaiian on FM 88.1 Monday-Friday
- **Awaiāulu**: Translation project of historical Hawaiian texts
- **Ka Hālau Hanakeaka**: Hawaiian language and Hawaiian-base theatre
- **Hoʻokulaiwi**: Center for Native Hawaiian and Indigenous Education at the UHM College of Education
- **Hoʻolaupaʻi**: Hawaiian language newspaper digitizing project [http://nupepa.org/](http://nupepa.org/)
- **Hui Aloha ʻĀina Tuahine**: Hawaiian language and culture club
- **Kāhea A Ka Makamaka**: Student support services
- **Kahuewai**: Hawaiian language panel series
- **Kākoʻo Haumāna**: Encouraging Hawaiian opportunities outside of the classroom
- **Kauakūkalahale**: Hawaiian language column in the Sunday Honolulu Star Bulletin
- **Kīpuka Leo**: Hawaiian language & music radio program, FM 90.3
- **Mānaleo**: Distinguished native speaker program
- **Mary Kawena Pukui Hale**: Hawaiian language resource center for the promotion and survival of Hawaiian
- **Mauiakama**: Hawaiian immersion summer camp on Maui
- **Mūkīkī Wai**: Annual Hawaiian Language spring event
- **Nā Mele o Hawaiʻi‘i Nei**: Incorporation of mele into the classroom
- **Ka Ulu Hoi**: Monthly Hawaiian language newspaper [www.kauluhoi.org](http://www.kauluhoi.org)
- **Ke Welo Mau Nei**: Mele institute dedicated to showcasing and preserving mele
- **Welina Mānoa**: Annual Hawaiian language welcome home event

Make a Note of It!
Our Hawai‘inuiākea Scholarship Offerings

Recognizing that financial aid is a reality for any Hawai‘inuiākea student, scholarships are available for both Kawaihuelani Hawaiian Language and Kamakakūokalani Hawaiian Studies majors at the undergraduate (BA) and graduate (MA) levels, including:

<table>
<thead>
<tr>
<th>Scholarship Fund</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Center for Hawaiian Studies Scholarship Fund</strong></td>
<td>Offered to assist students studying Hawaiian Language and/or culture.</td>
</tr>
<tr>
<td><strong>Gladys ‘Ainoa Brandt Scholarship Fund</strong></td>
<td>The scholarship will support degree-seeking undergraduate and graduate students in the area of Hawaiian Studies at UH Mānoa’s Hawaiʻinuiākea School of Hawaiian Knowledge.</td>
</tr>
<tr>
<td><strong>John Dominis Holt Scholarship</strong></td>
<td>Offered to provide degree-seeking undergraduate and graduate students in the area of Hawaiian Studies at UH Mānoa.</td>
</tr>
<tr>
<td><strong>Na Lei ‘Ōiwi Scholarship</strong></td>
<td>Offered to assist students who are pursuing a degree in Hawaiian Language or Hawaiian Studies at UH Mānoa.</td>
</tr>
<tr>
<td><strong>Emmalani V. Seafross Memorial Scholarship</strong></td>
<td>Offered to assist students studying Hawaiian culture, including dance, language and chanting at UH Mānoa.</td>
</tr>
<tr>
<td><strong>Red Mandarin and Lady Yi-Suen Shen Scholarship in Hawaiian Studies</strong></td>
<td>Offered to undergraduate students in Hawaiian studies at UH Mānoa, this scholarship covers tuition for the academic year. It is awarded to a degree candidate who demonstrates exceptional promise and achievement. Applicants must be pursuing a program of study that shows a central commitment to Hawaiian studies, including Hawaiian language.</td>
</tr>
<tr>
<td><strong>Pua Hopkins Scholarship</strong></td>
<td>Offered to enable full-time or part-time undergraduate or graduate students at UH Mānoa in any area of study with a potential to contribute to Hawaiian Language and/or culture studies.</td>
</tr>
<tr>
<td><strong>Lokomaika‘iokalani Snakenberg Hawaiian Language Graduate Scholarship</strong></td>
<td>Offered to encourage graduate-level research and study for students specializing in Hawaiian language and related fields in Hawaiian Language. Recipient must be enrolled in a UH graduate degree program, but study/research may be conducted elsewhere. Funding can be use for academic, research and/or living and travel expense.</td>
</tr>
</tbody>
</table>
**Dorothy M. Kahananui Scholarship in Hawaiian Language**
This scholarship is offered to students who intend to pursue teaching careers in Hawaiian Language and to obtain the necessary degree and credentials. Funding can also be used to conduct research.

**Pacific Islands Institute Hawaiian Studies Graduate Scholarship**
Offered to assist graduate students enrolled in the master’s degree programs (MA) at UH Mānoa in the School of Pacific and Asian Studies or Hawaiʻinuiākea School of Hawaiian Knowledge.

Hawaiʻinuiākea students are encouraged to explore other community and university resources for financial aid. Please consult the Financial Aids Office in the Queen Liliʻuokalani Center for Student Services for more information.

**Access:** [http://www.hawaii.edu/fas/financialAidAwards.html](http://www.hawaii.edu/fas/financialAidAwards.html)

For more information on individual scholarships please contact Dr. E. Kahunawai Wright, Director of Kauhale Native Hawaiian Student Services at 808.956.4753 or by email at nhss@hawaii.edu.

In addition, currently enrolled students may apply on line through the UH Mānoa’s STAR system for Kawaihuelani, Kamakakūokalani and Hawaiʻinuiākea scholarships. Pay careful attention to the documents and application forms required and the due dates that are stipulated. Use your UH User Name and Password to access Star.

**Access:** [https://www.star.hawaii.edu/student](https://www.star.hawaii.edu/student)

Make a Note of It!
Our Kawaihuelani Hawaiian Language Courses & Descriptions

Hawaiian (HAW)

The following are course descriptions for the Hawaiian Language (HAW) major. They include levels, credits, pre-requisites, and special conditions as well as designations for meeting BA General Education requirements. They are subject to change without notice.

HAW 100 Language in Hawai’i: A Survival Kit for Life in Hawai’i (3) Introduction to Hawaiian language and language related issues to enhance communicative experience in Hawai’i, including an examination of place names, pronunciation, common expressions, relation to Pidgin, Polynesian and Asian languages, political issues and intercultural conflict. FGB

HAW 101 Elementary Hawaiian (4) Listening, speaking, reading, writing. Meets five hours weekly; daily lab work. HSL

HAW 102 Elementary Hawaiian (4) Continuation of 101. Pre: 101 or exam or consent. HSL

HAW 105 Intensive Elementary Hawaiian (8) Content of 101 and 102 covered in one semester. Meets two hours daily, Monday–Friday, plus lab work. HSL

HAW 201 Intermediate Hawaiian (4) Continuation of 102. Meets five hours weekly; reading of traditional texts; daily lab work. Pre: 102 or exam or consent. NI HSL

HAW 202 Intermediate Hawaiian (4) Continuation of 201. Pre: 201 or exam, or consent. NI HSL

HAW 206 Intensive Intermediate Hawaiian (8) Content of 201 and 202 covered in one semester. Meets two hours daily, plus lab work. Pre: 102 or 105, or exam. NI HSL

HAW 261 Hawaiian Literature in Translation (3) Survey of Hawaiian literature, including prose narration and poetry with reference to Polynesian and Western themes and forms. DL

HAW 284 Papa Mele I (Mele in the Hawaiian Language Classroom) (3) The incorporation of mele and the performance thereof for the enhancement of second language acquisition in Hawaiian. Pre: 102. NI

HAW 301 Third-Level Hawaiian (3) Continuation of 202. Conducted in Hawaiian. Advanced conversation and reading. Pre: 202 or exam, or consent.

HAW 302 Third-Level Hawaiian (3) Continuation of 301. Pre: 301 or exam, or consent.
HAW 321 Hawaiian Conversation (3) Systematic practice on various topics for control of spoken Hawaiian. Repeatable up to six credit hours. Pre: 202 or consent.


HAW 332 Listening Comprehension and Transcription (3) Development of listening comprehension through transcription and discussion of tape recordings. Pre: 202.

HAW 345 Ulu ka Hoi (3) Lecture course offering focused study and creation of Hawaiian language newspapers with a concentration on the characteristics of writing in this genre. Students will produce a monthly newsletter in Hawaiian. Repeatable one time. Pre: 302 (or concurrent) or consent. DH

HAW 373 Ka Mo‘omeheu Hawai‘i (3) A survey course on the study of traditional Hawaiian culture including origins, the socioeconomic system, land tenure, religion, values, and the arts. The course will be taught in Hawaiian. Pre: 302 (or concurrent) or consent. DH

HAW 383 Hana ‘Oe a Kani Pono-Hawaiian Radio Broadcasting (3) Combined lecture/lab involving students in the planning and production of a weekly Hawaiian language radio broadcast. Includes research, writing, and voicing of mele and their stories on live radio. Repeatable one time. Pre: 302 or 384 (or concurrent with consent), or consent. DH

HAW 384 Ka Haku Mele (3) Composers and Their Compositions. Provides a venue which will allow students to analyze, dissect and discuss mele (song, poetry and chant), paying close attention to the style of composition by identifying recurring nuances found in mele composed by the same as well as various authors. Pre: completion of 202 or consent. (Once a year)

HAW 401 Fourth-Level Hawaiian (3) Advanced reading, writing, and discussion in Hawaiian. Transcribing and translating Hawaiian language tapes. Translating English into Hawaiian, and Hawaiian into English. Pre: 302 or exam, or consent.

HAW 402 Fourth-Level Hawaiian (3) Continuation of 401. Pre: 401 or exam, or consent.

HAW 425 Mo’olelo Hawai‘i (3) Survey of the major works by Hawaiian scholars writing about the history and culture of Hawai‘i including David Malo, Kamakau, Kepelino, and John Papa II. Pre: 302. DH

HAW 426 Ka‘ao Hawai‘i (3) Survey of the core literature written by Hawaiian scholars, including both historical and mythological epics and folk tales. Pre: 302. DL
**HAW 427** I Le’a Ka Hula I Ka Ho’opa’a (Mo’olelo, Ka’ao, Mele and Hula) (3) The incorporation of mele and hula performance with mo’olelo and ka’ao. Pre: 302 or consent.

**HAW 428** Ka Mana’o Politika Hawai’i - Political Thought in Hawaiian (3) Intensive study of Hawaiian political thought in writing and speech. Pre: 302 (or concurrent) or consent. (Cross-listed as POLS 303C) DH

**HAW 429** Ka Ho’ike Honua (3) Study of Hawaiian land tenure practices through readings and discussions of audiotapes, written primary sources, maps, wind names, rain names, ‘ōlelo no’eau (wise sayings), and mele (poetry). Readings are drawn from 19th and 20th century Hawaiian newspapers and other primary sources. Pre: 302 (or concurrent) or consent.

**HAW 430** Ma Ka Hana Ka ‘Ike (3) Study of traditional Hawaiian language and cultural practices through hands-on applications and lectures. Pre: 302 (or concurrent) or consent.

**HAW 433** I Pa’a Ke Kahua (3) An experiential approach to the acquisition of vocabulary, which will allow students to broaden and deepen their knowledge of language and the range of domains to perpetuate Hawaiian as a living language. Repeatable one time. Pre: 302 or concurrent; or instructor consent.

**HAW 435** (Alpha) Problems in Translation (3) Problems in translation of: (B) legal documents; (C) newspapers. Pre: 302 or consent.

**HAW 445** Nā Politika ma ka Nūhou Hawai’i - Politics in Hawaiian Language Media (3) Study of Hawaiian news media with emphasis on political content. Includes field trips to various archives. Pre: 302 (or concurrent), or consent. (Cross-listed as POLS 344) DH

**HAW 452** Structure of Hawaiian (3) Descriptive linguistic analysis. Intensive exercises in advanced grammar. Pre: 302 (or concurrent) and LING 102, or consent. DH

**HAW 454** History of the Hawaiian Language (3) Development from proto-Polynesian. Phonology, morphology, and grammar; history of research. Pre: 302 (or concurrent) and 452, or consent. DH

**HAW 462** (Alpha) Ha’uki: Sports Education Through the Medium of Hawaiian (2) Provide Hawaiian language students with linguistic tools necessary to provide sports education to Hawaiian immersion schools and for basic intergenerational use of Hawaiian in the linguistic domain of sports. (B) basketball; (C) volleyball; (D) football; (E) baseball. Repeatable for other topics.
HAW 463 Language for the Classroom (3) Examination of language needs in various classroom settings and introduction to new vocabulary in school content areas. Pre: 302, 452, and consent.

HAW 466 Kuleana Kula Kaiapuni (3) Examination of the political struggles of the Kula Kaiapuni (Hawaiian Immersion Program) – past and present. Special attention given to federal and state governments, Department of Education, and internal political struggles. Pre: 401 (or concurrent with consent).

HAW 470 Ho’omōhala Ha’awina Kaiapuni Curriculum Development (3) Examination of curricular issues of indigenous language programs; weekly participation in an immersion classroom; development of materials. Repeatable one time. Pre: 302 or consent.

HAW 483 Papa Mele Wahi Pana (3) Will provide students with the opportunity to learn mele, mainly poetry and song, composed specifically for a certain area of Hawai‘i. Pre: 302 or consent.

HAW 484 Hawaiian Poetry (3) Historical survey and analysis of poetry found in traditional chants, folk songs, modern poetry written in Hawaiian. Interpreting and composing Hawaiian poetry. Pre: 302 and consent, or 401. DL

HAW 485 Haku Hanakeaka - Hawaiian Language Playwriting (3) The creation and authoring of Hawaiian language play scripts based on traditional motifs. Repeatable one time. Pre: 402 (or concurrent) or consent. DA

HAW 486 Kahua Hanakeaka (Hawaiian Medium Stage Production) (3) From design to performance, students mount an original production based on traditional motifs. Repeatable one time. Pre: 402 (or concurrent), or consent.

HAW 488 ‘Ōlelo No‘eau (3) Survey and analysis of traditional proverbs and their kaona or symbolic meanings. A-F only. Pre: 402 or consent. DH

HAW 490 Ka Makau‘olelo A‘o Kula Kaiapuni Hawai‘i (1) Assess the linguistic competence of prospective Hawaiian language immersion teachers to assure that all teachers entering the state DOE Hawaiian Immersion Program meet the requirements of the program with respect to Hawaiian language proficiency. CR/NC only. Pre: 402 (or concurrent), and 463 (or concurrent), or consent.

HAW 499 Directed Studies (V) Study of Hawaiian language through vernacular readings in various academic fields. Repeatable up to 6 credits. Pre: 302 and consent.

HAW 601 Kākau Mo‘olelo (3) Analyzes various genres of written Hawaiian literature. HAW majors only. Pre: graduate standing and 402, or consent.
### HAW 602 Kākāʻōlelo Oratory (3)  
A survey of oral performance styles to build increased oral skills. Pre: graduate standing and 601, or consent.

### HAW 604 Haku Palapala Noi Laeo'o/Writing a Hawaiian Master's Proposal (3)  
Seminar to select and develop students' research topic, proposal, and organizational plan for Plan A or B completion. A-F only. Pre: 601 or consent. (Once a year)

### HAW 605 Ka Hana Noʻiʻi (Research Methods) (3)  
Research methodology course utilizing active research in the major repositories of Hawaiian language materials and Hawaiian-related knowledge. A-F only. Pre: graduate standing and acceptance in the Hawaiian MA program, or consent. (Once a year)

### HAW 612 Nā Manaʻo Politika Hawaiʻi (Hawaiian Political Thought) (3)  
Study of Hawaiian political thought in writing from ca. 1825 to the present, with emphasis on theory and research methods. Pre: 402, 428, and POLS 303; or consent. (Cross-listed as POLS 612)

### HAW 615 Kuanaʻike (3)  
The examination of Hawaiian ways of speaking, as contrasted with English focusing on those features that are uniquely Hawaiian and can be said to constitute a Hawaiian worldview. (Section 1 taught in Hawaiian. Pre: HAW 402 or consent. Section 2 taught in English).

### HAW 625 Moʻolelo Hawaiʻi (3)  
Intensive study, research, and analysis of Hawaiian history. Repeatable two times with consent of advisor. Pre: 402 or consent.

### HAW 638 (Alpha) Nā Mea Kākau/Nā Haku Moʻolelo (3)  
Intensive study of an individual author, her/his works and nuances of her/his works. (E) J. H. Kanepuʻu; (I) S. M. Kamakau. Pre: 601 or consent. (Once a year)

### HAW 643 Ke Aʻo ʻŌlelo Hou ʻAna (Teaching Hawaiian As a Second Language) (3)  
Survey of existing texts and teaching resources; analysis of student clientele and needs; review of pedagogical approaches for heritage and non-heritage learners; syllabus and materials development; practicum. Pre: 401 and 452 or consent.

### HAW 652 Pilina ʻŌlelo (3)  
In-depth examination and research into the grammar of Hawaiian including discussion of theories of language and incorporation of meta-language. Pre: 452 or consent. (Once a year)

### HAW 684 Noʻiʻi Mele (3)  
Intensive study focusing on original compositions of Hawaiian poetry and song. Pre: 402 and 484, or consent.

### HAW 695 Papahana Laeoʻo (V)  
Research for Plan B project/non-thesis. May include but not limited to internship with cultural practitioner. Repeatable up to six credits. CR/NC only. Pre: consent of graduate advisor.
**HAW 699** Directed Research (V) Repeatable unlimited times. A-F only. Pre: consent of instructor and graduate chair.

**HAW 700** Noi’i Pepa Laeo’o (Thesis) (V) Research for master’s thesis. Repeatable unlimited times.

Make a Note of It!
He Mau Nīnau Maʻa Mau
FAQ’s: Frequently Asked Questions

Admission & Registration Information

I am interested in coming to UH Mānoa. How do I apply to Hawaiʻinuiākea?
Undergraduate students, including transfer students from UH System campuses, are admitted using a common University of Hawaiʻi System Application Form. Students are admitted to Hawaiʻinuiākea School of Hawaiian Knowledge during the Fall and Spring semesters only (no summer admissions). Please observe all of the required admissions and application dates. Early on, it is advised that you gather all necessary documents (e.g., transcripts, test scores, letters of recommendation, etc.) that you may need to guaranty a successful and timely application and approval.

For more detailed information, access: http://manoa.hawaii.edu/admissions/undergrad/apply/transfer.html

I am a transfer student from a non-UH system junior college, community college or other college or university. How do I apply?
If you are currently or were previously enrolled at a college or university other than UH Mānoa (which includes all private and out of state colleges and universities) and have completed 24 or more transferable credits, or completed at least 12 semester transferable credits and have at least 12 semester transferable credits in progress, you are considered a transfer applicant. Other transfer application requirements apply, such as a minimum GPA. For more detailed information, access:

http://manoa.hawaii.edu/admissions/undergrad/apply/transfer.html

Whom do I contact with trouble regarding admission requirements, registration, records, transcripts or holds on my account?
It is your responsibility to follow up on your admission into the undergraduate program and anything that impedes your registration. For questions concerning undergraduate admissions to UH Mānoa access:

UHM Website:
http://manoa.hawaii.edu/admissions/undergrad/

Telephone:
1.800.823.9771 or 808.956.8975

Email: ar-infor@hawaii.edu
How do I know if I’ve been accepted for admission?
Assuming that you have met all the requirements for applying to UH Mānoa, the Admissions and Records Office will mail you a letter informing you of your acceptance to the university. If you do not receive a decision letter, please contact:

Office of Admission and Records
Queen Liliʻuokalani Center for Student Services 001
2600 Campus Road
Honolulu, HI 96822
Telephone: 1.800.823.0771 or 808.956.8975

The Admissions and Records Office notifies all applicants of their official acceptance to UH Mānoa to undergraduate programs, including 2nd BA degree programs. Even if your school/college sends you an independent letter of acceptance, only the Admissions and Records Office may formally admit a student.

How can NHSS Kauhale help me?
Our Native Hawaiian Student Services Kauhale staff specializes in assisting Native Hawaiian students in all programs at the UH Mānoa campus and other community college students with their transfer needs to UH Mānoa. Students do not need to be majors at Hawaiʻinuiākea in Hawaiian Language or Hawaiian Studies to request services from our NHSS Kauhale staff.

NHSS Kauhale offers tutoring, workshops in technology, career development, and college skills, an internship program, and counseling and referral services. NHSS Kauhale has two student resource centers, QLCSS 104 and Kamakakūokalani (KAMA) 211, where students can study, get help in school and personal concerns, use laptops and printers, meet classmates, and relax. For Twitter and Facebook users, please follow NHSS Kauhale on line.

Transfer students, and students transitioning back to school can also be helped by special programs, such as Hūlili, the help to bridge the student’s successful entry to UH Mānoa.

Our new NHSS Kauhale website has lots of useful information and can be accessed at: http://manoa.hawaii.edu/nhss

How do I register for my classes?
Go to the MyUH portal to register. Login using your UH user name and password. Pay attention to registration deadlines. Click on the link “Registration Step by Step” accessed at: http://manoa.hawaii.edu/records/

Also at this MyUH site, you may add or drop courses, order transcripts, etc. Click on the “Forms” link on the navigation bar.
Why do I have a hold placed on me? How do I clear the hold?

A hold can be placed for several reasons. If you have an Academic Hold, please check with your Academic Advisor (e.g., academic probation). If you have a health hold, you need to check with the Student Health Services (e.g., TB test is needed). If you have a financial hold, you need to check with the Registrar, Cashier or Admissions offices to clear your financial obligations. Until the hold is released by the specific authority who placed the hold, you cannot register as a classified student. If you are near graduation, you will not be able to graduate without first clearing the hold.

**Academic Year Calendar**

All students are encouraged to check the Academic Year Calendar frequently for due dates related to their program of study. Students should routinely familiarize themselves with the dates related to registration, dates to add/drop/withdraw classes, change of grade dates, to apply for graduation and other pertinent deadlines. It is the student’s responsibility to keep current with university events, due dates and requirements.

**Where do I find when my classes start and end?**

Most UH Mānoa Academic Calendar information for current activities and events can be found by accessing:

http://manoa.hawaii.edu/records/calendar/index.html

**Tuition Payments – Financial Aid – Scholarships**

**Where do I find information about tuition payments?**

Most information about tuition payments can be found on the UH Mānoa Registration Homepage. Access:

http://www.hawaii.edu/myUH/manoa/

You must meet the UH Mānoa established tuition and fees payment dates for courses in which you register. Failure to do so may result in a cancelation of your registration or complete withdrawal from the university. See you Academic Advisor for more information.

For tuition payment information, please access:

http://manoa.hawaii.edu/records/tuition_fees/index.html

**How do I apply for financial aid?**

Check the following website for more information:

http://www.hawaii.edu/fas/

**How do I apply for an undergraduate scholarship?**
Scholarships applications for the academic year are usually due mid-February. A scholarship checklist is available on-line by accessing:  
http://www.hawaii.edu/fas/financialAidAwards.html

You may apply for some scholarships directly, using your STAR account. Please also see Our Kawaihuelani Scholarship Offerings for scholarships available to our Kawaihuelani Hawaiian Language majors elsewhere in this handbook.

Is there a minimum number of credits I must take each semester if I receive financial aid?  
In general, students who receive financial aid must enroll in a minimum of 12 credits per semester to be considered a full time student. There is a maximum of 19 credits per semester that undergraduates may enroll for in their courses.

Coursework & Credits

What does a typical semester load look like?  
Full time students enroll in a minimum of 12 credits. Most students register for 12-16 credits as a full time load or more. This is important to remember if you are on financial aid, residing in a university dormitory, a student athlete or claiming health benefits from your parents’ or guardians’ health plans. In general, you must be enrolled in a minimum of 12 credits to keep these privileges and benefits. There is a maximum of 19 credits per semester that undergraduates may enroll for in their courses.

Some students want to dive into their major, so take most credits in that area each semester. Other students prefer to work on the required UH general education credits that apply to all students earning a BA degree. In most cases, a balance between your major and your degree requirements is best. Meeting with your Academic Advisor to plan a strategy is highly advised, and required for all Freshmen and Sophomores (up to 54 credits).

Keep in mind that you must earn 120-124 credits with a “C” or better (2.0 GPA) to graduate with your BA degree. Do the math! To earn 120-124 credits over 8 Semesters (12 minimum credits each semester) = 15-16 credits each semester to graduate in 4 years. Most of our students take 5-6 years to graduate. More time to graduation generally means more expenses!

Please see our sample Kawaihuelani Academic Course Schedule: 4-Year Degree Completion Model (120 and 124 Credits: 8 & 10 Semesters Model) elsewhere in this handbook. You may also access sample Hawaiian Language program sheets and a 4-year plan for completing your degree at:

http://www.manoa.hawaii.edu/ovcaa/programsheets/#shk
What is the maximum number of credits I may take during a semester?
Undergraduate students are limited to a maximum of 19 credits when enrolling in the Fall and Spring semester. For Summer semester, they are limited to 9 credits for each session of the Summer semester. Graduate students are limited 16 credits per semester.

What happens if I am not able to follow the schedule of classes offered each semester? Can courses be made up during a later semester or the summer? How does that affect my tuition payments?
Students need to be aware that not all classes are offered every semester, including summer. This is especially true for courses in your major, which may only be offered at certain times. It is best to meet with your Academic Advisor to plan a course of study and to anticipate that substitute courses may be part of your plans. Remember that tuition payments must be paid on a timely basis, regardless of the number of credits you take. For tuition payment information, please access:

http://manoa.hawaii.edu/records/tuition_fees/index.html

Can I extend my course work past four years?
As an undergraduate student, it is expected that you explore your true passion in what you are studying and decide on a major as soon as possible. The best-case scenario is that you have already decided and are firm with your course of study and take the required action necessary so that you will graduate on time. For most Hawaiian Language undergraduates, time to your degree completion is 4-5 years (8-10 semesters).

However, sometimes this means that some students may take classes in one area, and decide to change their course of study or major. This is normal and expected from undergraduates who are making life-changing decisions.

Sometimes life events, such as illness, financial difficulty, work schedules, family needs, etc. prevent a student from making normal progress in school and leaves of absence must be planned and approved.

It is best to meet with your Academic Advisor or mentor faculty member to help you make these important decisions. Remember that more time spent in earning your degree will also mean more expenses for tuition, books, etc.

How do I add, drop or withdraw from a class? How can my grade or credits earned be changed?
The university has strict guidelines about students who wish to add, drop or withdraw from a class, as well as those who may request a change of grade or credits. Rarely are there exceptions made. There are specific dates that students must meet, or that faculty and staff must comply with to approve such requests. The consequences can be
serious (e.g., no refunds, a failing grade) if you fail to meet the policy. For complete information, please access:

http://manoa.hawaii.edu/records/register/add_drop.html

Will my financial aid be affected if I fail, drop, or repeat a class?
Students need to be aware of current university and/or financial aid agencies and their strict policies if they decide to drop or repeat a course for credit, or fail a course. Recent and more stringent policies may not cover tuition and costs for failing, dropping or repeating a course. Please check with your financial aid counselor/office for more information.

Can I take a leave of absence?
Students must apply and be granted approval for leaves of absence from the university. Leaves of absence must be taken for a minimum of one semester, and a maximum of two consecutive semesters (one year). In general, students who take more than one year of absence are dis-enrolled from the university and must reapply for full admission. For complete information, please access:

http://www.uhm.hawaii.edu/records/register/leave.html

Is there a deadline to apply for the acceptance of transferred credits?
Yes. Undergraduates who wish to apply for a transfer of graduate credits from another university must make the written request by established Kawaihuelani policies and procedures, especially regarding transfer credits that are not accepted by the Office of Admissions. There are certain courses that will not transfer quid pro quo from your former institution to UH Mānoa. Therefore, students must provide additional documentation to the school or college to make that determination. Please work with your Academic Advisor to be sure that all the information needed is provided and the proper forms are completed on a timely basis. For complete information, please access:

http://www.hawaii.edu/transferdatabase/

How much flexibility do I have in choosing my electives?
In general, the student in consultation with your Academic Advisor selects elective courses. These electives should be related to your undergraduate BA degree and major course of study. Electives are meant to enhance and broaden your degree and major. These courses should be at the 100-400 level in most cases. Upper division courses (300-400 level) appropriate to the undergraduate’s specialization or major may be included. Remember that as an undergraduate, beginning in Fall 2012, 45 credits of your General Education requirements must be earned in upper level courses (300-400) from your electives and your major courses. For complete information, please access:

http://www.hawaii.edu/gened/
Can I take an Independent Study course as an elective?
Yes. An option for elective credit may be to do work with UH faculty in the form of an Independent Study course such as Directed Reading/Research (499). Through Directed Reading/Research (499) courses, the undergraduate works one-on-one with an individual instructor who guides the undergraduate toward specific, mutually agreed upon learning objectives. **Not more than six (6) credits** in directed reading/research may be applied toward major or degree requirements without special permission. A proposal for such an arrangement would need to be negotiated between the student and instructor/professor/mentor and also approved by the Kawaihuelani Program Director. See your Academic Advisor for more information for applying for a HAW 499 course approval.

Can courses be taken at another UH-system university or community college?
Yes. UH Mānoa students admitted for enrollment may take courses throughout the UH system (including the seven community colleges, UH West O‘ahu and UH Hilo) as long as the courses and credits minimally meet UH Mānoa course equivalency criteria. Not all grades or credits may transfer to UH Mānoa from the community colleges.

To protect your continued enrollment as a classified student (degree-earning) at UH Mānoa, you must enroll in at least one course at UH Mānoa during the semester, if you plan to take courses at other UH campuses.

See your Academic Advisor for approval before enrolling in any courses at other UH campuses. For more information, please access:

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

What about travel abroad credits and exchange programs? Can electives be taken at another university or community college or travel abroad and exchange programs?
If you are thinking about taking courses elsewhere outside of the UH system, please consult with your Academic Advisor before doing so. Courses taken elsewhere, including some travel abroad and exchange program credits, are not necessarily accepted quid pro quo by the university or your major program.

Keep in mind that you must request that the credits be transferred from the outside university or college upon satisfactorily completing the course(s). You are responsible for ordering and submitting an official transcript and proper transfer request forms (Admissions and Records). For more information access:

http://www.uhm.hawaii.edu/admissions/undergrad/policies.html#articulation

Why are classes I registered for canceled?
Every semester, the schedule of classes offered and actualized is always dependent upon the number of minimum students (12) who are enrolled. We detect patterns
throughout the registration process and those classes that we project will fall below the minimum are zeroed out (canceled) as soon as possible. We understand that cancelations are an inconvenience to all students, so we minimize our actions to cancel classes only when it is reasonable to do so. Please remember that we do not offer every course each semester at times convenient for the student – nor are we obligated to do so. We also do not offer an individualized program of study. If you have questions about this practice, contact our Kawaihuelani Academic Advisor or Program Director.

**What is an override?**

To enroll in a restricted course, the student must submit a written request for an override to the Academic Advisor or appropriate program instructor, faculty or administrator. During your registration session on MyUH, error messages will inform you of the restrictions that prevent you from enrolling in a class (e.g., closed course, prerequisites required). The appropriate override code must be entered into your student record in order to register for the course. To confirm that you have obtained the approval of the override code needed, please check your MyUH Registration Status and if approved, continue to register for the course.

In general, classes that are closed or full require that the student request the override in writing from the instructor or faculty. If there are other sections of the same course still open to enrollment, an override will not be granted. For more information, please consult with your Academic Advisor.

For complete information, please access: [http://manoa.hawaii.edu/records/fac_staff/overrides.html](http://manoa.hawaii.edu/records/fac_staff/overrides.html)

**Email, Internet & Computer Interface**

**Do I need to use my UH email account [google@hawaii.edu]?**

Yes. Official university communication will only come through the UH email system using your google@hawaii.edu account. This includes listserv lists that you may also be a part of as a student of Hawai‘inuiākea and Kawaihuelani.

However, this system allows you to forward any UH email to any other email account of your choosing, but you must respond using your UH email account.

**What is the MyUH Portal? How do I set up the MyUH Portal, get a username, and set up my UH Email?**

MyUH is the on-line student information system for the University of Hawai‘i. Features include the following:

- Course registration
- Tuition payment
• IRS Tuition Statement 1098T
• UH email account
• Grade checks
• Transcript requests
• Apply for Graduation
• Register for Commencement
• Laulima
• STAR

See the following website for more information including how to identify UH Student Number, get a UH Username and Password, and use the MyUH Portal:

http://www.hawaii.edu/myuh/help/faqs/

Is there wireless access at UH?
Yes. As a service to the UH community, the university does provide wireless access (UHM) to the internet throughout the university campuses. Use your MyUH Portal username and password to access wireless services while on the Mānoa campus.

What is Laulima?
Laulima, which is the Hawaiian word for “cooperation,” is powered by Sakai, a commercial software and is the university’s official on-line learning and cooperation website community for on-line courses and web-based instructionally related activities. Many of our instructors often use Laulima as a vehicle for delivering course content.

Use your MyUH portal username and password and establish your own Laulima account at:

http://www.hawaii.edu/talent/laulima_students.htm

What is STAR?
STAR Academic Journey is a user-friendly confidential database that allows departments, faculty and students to track student progress, provide students with up-to-date information about how they are fulfilling degree requirements and to provide a final degree audit for graduation. The information about the courses is taken directly from SCT Banner data, so STAR is as accurate as the student record in Banner. Use your MyUH portal username and password to access:

https://www.star.hawaii.edu/student
Application for Graduation

How do I apply to graduate?
Assuming satisfactory progress, at the end of their BA and major studies (120-124 credits), undergraduates must complete, turn in and pay the associated fee to process the Application for Degree/Certificate form. If this form is not submitted (and the fee paid) by the required date, the undergraduate will not be able to officially graduate from the university, even assuming completion of Kawaihuelani Program and BA requirements.

Access the application form at: http://manoa.hawaii.edu/records/graduation.html

When is commencement?
Participation in the university’s official commencement ceremonies (Fall/December & Spring/May) requires students to register to participate at commencement. A Bachelor of Arts cap, green gown and white tassel are required regalia to participate and may be purchased on-line or at the UH Mānoa bookstore. Tickets to commencement for family and guests are not needed; seating at the Stan Sheriff Center is on a first-come, first-served basis. Participation in the university’s official commencement is voluntary and not required to receive your degree or diploma.

To register for commencement, access: http://manoa.hawaii.edu/commencement/

When is Hawai‘inuiākea’s Graduation Ceremony (Lā Hemo Kula)?
Participation in Hawai‘inuiākea’s own recognition and celebration ceremonies are generally held the evening before the university’s official commencement. The ceremony is known as Lā Hemo Kula. The faculty and staff of Hawai‘inuiākea encourage you to take part in this special time to honor your accomplishments as our newest Native Hawaiian scholar and graduate. Similarly, the chant and protocol you will offer at your university commencement are offered as part of separate celebratory ceremonies held at Hawai‘inuiākea from our graduates as a gift of Aloha to family and guests.

Nota bene: It is a UH Mānoa tradition that all Hawai‘inuiākea graduates (and other Native Hawaiian graduates) are honored with the opportunity to open the UHM commencement ceremonies with a chant and protocol at each commencement event, in fellowship with the Hawai‘inuiākea faculty and staff. Similarly, the chant and protocol are offered as part of separate celebratory ceremonies held at Hawai‘inuiākea for our graduates, family and guests. A faculty member from Hawai‘inuiākea will help guide graduates through this process, including the decisions regarding ceremonial apparel. While the chant and protocol are voluntary for you to participate in, you are encouraged to join us!
Miscellaneous

How do I get a UH Student ID?
Once an undergraduate has been admitted, a UH Mānoa Student ID Application form can be filled out and submitted at the UH Campus Center on the UH Mānoa campus. The UH Student ID also serves as your library card and access to other university events/activities.

For more detailed information, access: http://www.hawaii.edu/campuscenter/services/uhmanoaid.html.

How do I contact UH Mānoa security?

UHM Campus Security:

- On campus: 808.956-6911 (V/T)
- Off campus: 808.956-8211 (V/T)
- Honolulu Police Department: 911

For more detailed information, access: http://www.hawaii.edu/uhmle/services.html

Does Hawaiʻi observe daylight savings time?
No, never.

Is 808 the area code for the entire State of Hawaiʻi?
Yes, always. Neighbor island calls (beyond Oʻahu) are long distance and require a “1” to be dialed as a prefix to the 808 area code.

I have so many other questions (FAQ’s). Who do I ask?
It’s natural that new and transfer students have questions. There are many additional resources available on-line for students to have their Frequently Asked Questions (FAQ’s) answered. For example: How do I declare my major? Where do I park on campus? Where is a building located? Do I need a laptop?

For more details, please access the university’s website at: http://manoa.hawaii.edu/mac/faqs.html
The following appendices and amendments document recent policy and procedure changes for all students who have declared Hawaiian Language as their major course of study with our Kawaihuelani Center for Hawaiian Language.

A careful review of each policy and procedure in this appendix is strongly advised. The documents reflect the most recent changes, revisions, deletions, edits and/or additions to new and previous policy and procedures that affect our Kawaihuelani students, faculty and staff. In most cases, the effective or final date for each policy and/or procedure is documented.

In general, these appendices and amendments supersede previous policy and procedures and are in effect until further notice. As a reminder, any amendment of the handbook will always govern and supersede any prior version. The faculty and staff of Kawaihuelani reserve the rights to change, revise, edit or delete the information contained within, without previous notice.

Whenever there is a potential for conflict between the policies and procedures described within the current Welina Kawaihuelani Student Handbook and those that apply to the academic and student affairs policies currently in effect at the University of Hawai‘i at Mānoa, the university’s policies and procedures shall take priority.

Question or concerns regarding these appendices and amendments should be directed to your Academic Advisor.
Policies and Procedures for Notifying, Monitoring, and Enforcing Exit GPA & Individual Course Grades Requirements for Hawaiian Language Majors

POLICY

(All policies listed below are printed in Kawaihuelani Center for Hawaiian Language sections of the UHM Course Catalog (program section and course listings section) as well as in Welina Kawaihuelani, Center for Hawaiian Language Student Handbook (Fall 2013).

At Kawaihuelani, our undergraduate majors are expected to meet high standards throughout their coursework, standards that exceed those set by the University (UHM--in order to earn a Bachelor’s degree, all undergraduates must earn a cumulative 2.0 GPA for all coursework completed). Our high standards are reflected in exit cumulative GPA and individual course grade requirements outlined below.

1. Exit Grade Point Average (GPA) Requirement: Hawaiian Language majors must maintain a 3.0 cumulative GPA for all courses required for the Hawaiian Language (HAW) major (30 credit hours above HAW 202) including:
   - REQUIRED COURSES (15 credits): HAW 301, 302, 401, 402, and 452.
   - ELECTIVE COURSES (15 additional credits of non-intro. (NI) HAW classes):

<table>
<thead>
<tr>
<th>HAW 321*</th>
<th>HAW 331</th>
<th>HAW 332</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAW 345*</td>
<td>HAW 373</td>
<td>HAW 383*</td>
</tr>
<tr>
<td>HAW 384</td>
<td>HAW 425</td>
<td>HAW 426</td>
</tr>
<tr>
<td>HAW 427</td>
<td>HAW 428</td>
<td>HAW 429</td>
</tr>
<tr>
<td>HAW 430</td>
<td>HAW 433*</td>
<td>HAW 435 (B, C)</td>
</tr>
<tr>
<td>HAW 445</td>
<td>HAW 454</td>
<td>HAW 462 (B, C, D)</td>
</tr>
<tr>
<td>HAW 463</td>
<td>HAW 466</td>
<td>HAW 470*</td>
</tr>
<tr>
<td>HAW 483</td>
<td>HAW 484</td>
<td>HAW 485*</td>
</tr>
<tr>
<td>HAW 486*</td>
<td>HAW 488</td>
<td>HAW 490</td>
</tr>
<tr>
<td>HAW 499* (Maximum of 6 credits)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Majors may count credits from these repeatable HAW classes (321, 345, 383, 433, 470, 485, 486, 499) towards the major, but there is a limit of 6 credits per class.

Majors may also choose to count a maximum of 3 credits from the following related courses towards their 15 credits of electives:

<table>
<thead>
<tr>
<th>HAW 284</th>
<th>MUS 312, 412, 413</th>
<th>TAH 103, 104</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM 102</td>
<td>MAO 102</td>
<td>LING 445</td>
</tr>
<tr>
<td>SLS 430</td>
<td>ES 360</td>
<td></td>
</tr>
</tbody>
</table>
2. Individual Course Grades Requirement:
   - All Hawaiian Language students (majors and non-majors) must earn a grade of C or better for all Hawaiian Language courses that serve as prerequisites for other Hawaiian Language courses. Students who do not meet this requirement will not be permitted to register for the next level of Hawaiian Language.
   - Effective Fall 2013, Hawaiian language majors must receive a grade of B- or higher in 300-400 level Hawaiian courses counted towards the Hawaiian Language major.

PROCEDURES

Notification:

1. Upon declaration, Kawaihuelani’s Academic Advisor shall explain to new majors all requirements, including exit GPA and individual course grade policies and procedures as well as the rationale behind these requirements.

   Primary Rationale: Given Hawaiian Language’s status as an endangered/dying language with fewer than 1,000 native speakers of Hawaiian and only about 1% of the native Hawaiian population speaking our native language, these policies were created to ensure that our majors achieve beyond a average level of proficiency in ‘ōlelo Hawai’i. We strive to provide our students with a level of competency and fluency in our mother tongue so that they can confidently, accurately, and authentically carry the kuleana (responsibility) of revitalizing Hawaiian language and culture in the community after they graduate with their degree.

2. All instructional faculty shall state the two individual course grade requirements for majors and non-majors in every syllabus for every course taught every semester.

Monitoring:

1. In order to monitor student achievement of individual course grade requirements as well as overall academic progress, a reporting system for at-risk HAW majors (those receiving less than a B- grade for any 300-400 level HAW course) has been established for the 8th and 12th weeks of every semester. Please see Kawaihuelani’s internal document entitled Reporting Student Academic Progress (Fall 2013) for step-by-step procedures.

2. Instructional faculty shall report all at-risk HAW majors to the Academic Advisor so the student is aware of their situation and what they need to do to improve their academic progress. The reported student shall be required to work with their teacher (and the Advisor if deemed necessary) to develop a written plan of action for improvement and/or learning alternatives if grade is not improved by the end of the semester.
3. During routine check-ins with the Academic Advisor, majors will be made aware of their fulfillment of university and major requirements, including progress towards successful achievement of a cumulative 3.0 GPA in HAW major requirements as well as at least a B- in all 300-400 level HAW courses counted towards their major. When problems are identified, students will work with the Academic Advisor to develop a plan of action.

Enforcing:

1. **Exit GPA**: When students receive less than a 3.0 cumulative GPA in their HAW major requirements (30 credits beyond 202), the Academic Advisor, in consultation with the Director, will advise students of their options, which will be developed on a case by case basis.

2. **Individual Course Grades**: Students who receive a grade lower than a B- in any of their 300-400 level HAW major courses (repeatable or not) will need to retake the course for internal purposes until they receive at least a B- in order to have the course counted towards their major. The first subsequent attempt in which a B- or better is earned will be counted towards their major. Only the grade points and credit hours for that attempt will be factored into their major GPA and 30-credit HAW major requirement. All grade points and credit hours for previous attempts will NOT be counted/averaged in.

In accordance with **UHM Policy** (see “Credits and Grades, Undergraduate Education” of Course Catalog):

a. When retaking any course, all subsequent attempts will be recorded on the official transcript.

b. Subsequent grades and credit hours, however, may not necessarily be factored into the total credit hours or cumulative GPA. (See below)

   I. In terms of **credit hours**, students should be warned that when a course is retaken for internal purposes, they would only receive the maximum number of credits allowed for each course.

   ➢ For a non-repeatable 3-credit course, students will only receive 3 credits for the course no matter how many times they retake it.

   ➢ For a 3-credit course that is repeatable once, students will only receive 6 credits no matter how many times they retake it.

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4 Instead of retaking a course for a higher grade, students may be advised to take an equivalent course if one is available (i.e., if a student failed to meet this requirement in one of the elective courses, (s)he may choose to take/count another HAW elective towards their major).

5 Please see attached table “Effect of Retaking Courses on Major GPA & Credit Hours” given the UHM Policies & Internal Kawaihuelani Policies.
II. In terms of **grade points**, students should be warned that when a course is retaken for internal purposes, all grades for all attempts will be counted towards their cumulative GPA until they receive a **C or higher**.

- **Students who earned a C-, D+, D, D-, or F the first time**
  All new grades for repeat attempts will be counted towards the students’ cumulative GPA until they receive a grade of C or higher.

*Example—Retake HAW 332, a 3 credit non-repeatable course*

<table>
<thead>
<tr>
<th>Grades</th>
<th>UHM Credits</th>
<th>HAW Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st attempt –</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>2nd attempt –</td>
<td>C-</td>
<td>3</td>
</tr>
<tr>
<td>3rd attempt –</td>
<td>B</td>
<td>0</td>
</tr>
</tbody>
</table>

- **UHM:** All grades count towards cumulative GPA, and only 3 credits count towards total UHM credit hours.
- **HAW:** Only B counts towards major GPA, and only 3 credits count toward the 30-credit HAW major requirement.

*Example—Retake HAW 321, a 3 credit course repeatable 1x*

<table>
<thead>
<tr>
<th>Grades</th>
<th>UHM Credits</th>
<th>HAW Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st attempt –</td>
<td>C</td>
<td>3</td>
</tr>
<tr>
<td>2nd attempt –</td>
<td>C+</td>
<td>3</td>
</tr>
<tr>
<td>3rd attempt –</td>
<td>A</td>
<td>0</td>
</tr>
</tbody>
</table>

- **UHM:** Only C & C+ count towards cumulative GPA, and only 6 credits count towards total UHM credit hours.
- **HAW:** Only A counts toward major GPA, and only 3 credits count towards the 30-credit HAW major requirement.
- **Students who earned a B-, C+, or C the first time**
  New grades for repeat attempts will NOT be counted towards the students’ cumulative GPA.

*Example—Retake HAW 425 a 3 credit non-repeatable course*

<table>
<thead>
<tr>
<th>Grades</th>
<th>UHM Credits</th>
<th>HAW Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st attempt –</td>
<td>C</td>
<td>3</td>
</tr>
<tr>
<td>2nd attempt –</td>
<td>B-</td>
<td>0</td>
</tr>
<tr>
<td>3rd attempt –</td>
<td>A</td>
<td>0</td>
</tr>
</tbody>
</table>

- **UHM**: Only C counts towards cumulative GPA, and only 3 credits count towards total UHM credit hours.
- **HAW**: Only A counts towards major GPA, and only 3 credits count towards the 30-credit HAW major requirement.

*Example—Retake HAW 345 a 3 credit course repeatable 1x*

<table>
<thead>
<tr>
<th>Grades</th>
<th>UHM Credits</th>
<th>HAW Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st attempt –</td>
<td>C+</td>
<td>3</td>
</tr>
<tr>
<td>2nd attempt –</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>3rd attempt –</td>
<td>A</td>
<td>0</td>
</tr>
</tbody>
</table>

- **UHM**: Only C+ & B- count towards cumulative GPA, and only 6 credits count towards total UHM credit hours.
- **HAW**: Only B counts toward major GPA, and only 6 credits count towards the 30-credit HAW major requirement.
## Effect of Retaking Courses on Major GPA & Credit Hours
*(Given UHM Policy and Internal Kawaihuelani Individual Course Grade Policy)*

<table>
<thead>
<tr>
<th>Grade Earned</th>
<th>First Attempt</th>
<th>Subsequent Attempts</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, A-, B+, B</td>
<td>Credit earned. Grade counts for cumulative GPA.</td>
<td>No subsequent attempt needed.</td>
</tr>
<tr>
<td>UH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B+, C+, C</td>
<td>Credit earned. Grade counts for major GPA.</td>
<td>No subsequent attempt needed.</td>
</tr>
<tr>
<td>Kawaihuelani</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B+, C+, C</td>
<td>Credit earned. Grade counts for cumulative GPA.</td>
<td>No additional credit earned. Grade points earned in subsequent attempts NOT factored into cumulative GPA.</td>
</tr>
<tr>
<td>UH</td>
<td>300-400 level HAW courses counted towards major requirements must be retaken*. Credit &amp; grade DO NOT count for major credit hours or GPA.</td>
<td>Credit hours and grade points for first subsequent attempt in which a B or better is earned count towards the major credit hours and major GPA.</td>
</tr>
<tr>
<td>Kawaihuelani</td>
<td>300-400 level HAW courses counted towards major requirements must be retaken*. Credit &amp; grade DO NOT count for major credit hours or GPA.</td>
<td>Credit hours and grade points for first subsequent attempt in which a B or higher is earned count towards the major credit hours and major GPA.</td>
</tr>
<tr>
<td>C+, D+, D, D-</td>
<td>Credit earned. Grade counts for cumulative GPA.</td>
<td>No additional credit earned. Grade points earned in subsequent attempts are factored into cumulative GPA until a grade of C or higher is earned.</td>
</tr>
<tr>
<td>UH</td>
<td>300-400 level HAW courses counted towards major requirements must be retaken*. Credit &amp; grade DO NOT count for major credit hours or GPA.</td>
<td>Credit hours and grade points for first subsequent attempt in which a B or higher is earned count towards the major credit hours and major GPA.</td>
</tr>
<tr>
<td>Kawaihuelani</td>
<td>300-400 level HAW courses counted towards major requirements must be retaken*. Credit &amp; grade DO NOT count for major credit hours or GPA.</td>
<td>Credit hours and grade points for first subsequent attempt in which a B or higher is earned count towards the major credit hours and major GPA.</td>
</tr>
<tr>
<td>F</td>
<td>Credit will be earned for the first subsequent attempt in which an A+ to D- is earned. Grade points for all attempts will be factored into the cumulative GPA until a grade of C or higher is earned.</td>
<td>Credit hours and grade points for first subsequent attempt in which a B or higher is earned count towards the major credit hours and major GPA.</td>
</tr>
<tr>
<td>UH</td>
<td>300-400 level HAW courses counted towards major requirements must be retaken*. Credit &amp; grade DO NOT count for major credit hours or GPA.</td>
<td>Credit hours and grade points for first subsequent attempt in which a B or higher is earned count towards the major credit hours and major GPA.</td>
</tr>
<tr>
<td>Kawaihuelani</td>
<td>300-400 level HAW courses counted towards major requirements must be retaken*. Credit &amp; grade DO NOT count for major credit hours or GPA.</td>
<td>Credit hours and grade points for first subsequent attempt in which a B or higher is earned count towards the major credit hours and major GPA.</td>
</tr>
</tbody>
</table>

*Instead of retaking, students may be advised to take an equivalent course if one is available (i.e., if a student failed to meet this requirement in one of the elective courses, (s)he may choose to take/count another HAW elective towards their major).*
Policies and Procedures for Reporting Student Academic Progress (B- or better)

In order to monitor student academic progress, a reporting system for academically at-risk Kawaihuelani students (failure, probation, suspension or dismissal) has been established for the 8th and 12th weeks of each Fall and Spring semester. Effective Fall 2013, all Hawaiian Language majors must pass required courses to complete the major with a grade of B- or better.

Nota bene: Prior to Fall 2013, the grade policy was B (not B-) or better.

Procedures

This policy applies to Hawaiian Language majors only enrolled in 300-400 level HAW courses. Do not report non-majors!

1. The Kawaihuelani Academic Advisor will send a reminder via email to all undergraduate majors and faculty at the beginning of each semester to confirm the individual course grade policy for all declared Hawaiian Language majors, i.e., a grade of B- or better is required for all 300-400 level Hawaiian Language courses counted towards their major. 6

   a. Instructors of HAW 300-400 courses should access their MyUH accounts for class lists (select “Detail Class List”) to determine which students enrolled in their course(s) are Hawaiian Language majors.

2. At Week 7 (for Week 8) and again at Week 11 (for Week 12) of the Fall and Spring semesters, the Academic Advisor will forward via email an Academic Progress Report form to each instructor and HAW student major. The form may be used for each undergraduate Hawaiian Language major enrolled in any 300-400 level HAW course.

3. It is the primary responsibility of the HAW major to request Academic Progress Reports from their instructors, however instructors may also initiate the use of the Academic Progress Report form. Instructors shall submit completed reports to the Academic Advisor by the end of Week 8 and Week 12 for appropriate and timely follow-up. For all instructors of 300-400 level HAW courses, the report is

6 See full policy: “Hawaiian Language Major Exit GPA & Individual Course Grade Policies & Procedures, Revised Fall 2011“.
required for majors who are making less than satisfactory progress and may be at academic risk of not earning a B- or better grade for the course.

4. Upon receipt of a student request, or through instructor self-reporting, the Academic Progress Report form will be completed and signed by the instructor, who will review the report with the student. Have the student sign the report as well.

   a. For a major earning a B- or better grade and who meets or exceeds expectations or who is making on-target progress, no further action is needed. Submit the original to the student and a copy to the Academic Advisor. The instructor should maintain a file copy.

   b. For a major earning less than a B-grade (C+, C, C-, D+, D, D-, or F), and/or who is making less than satisfactory progress, (in any criteria), the instructor will review the report with the student. Using the “Intervention Plan” section of the form (or attachment), the instructor should complete a written plan for improvement with a specific goal, plan and time line. Submit the original to the student and a copy to the Academic Advisor. The instructor should maintain a file copy.

1. Upon receiving the report, the Academic Advisor will flag majors who are not meeting the minimum grade standard (B- or better) or other academic requirements and meet with them to provide advice and assistance. Note that the Academic Progress Report form must be submitted in a timely manner, in order for this important follow-up to happen.

2. When end of the semester grades are officially posted, the Kawaihuelani Academic Advisor will use the STAR system to identify Kawaihuelani majors who did not meet the minimum grade standard B- or better in their 300-400 level HAW courses. Majors will be notified in writing that they did not meet the standard grade requirement for the given course and must meet with the Academic Advisor to plan a course of action or assistance.

3. A major who does not earn a B- or better grade in any of their 300-400 level HAW courses counted toward their major cannot move on to the next level of Hawaiian Language courses, and will instead, need to retake/repeat the course (or applicable equivalent) for internal purposes until they pass with a B- or better grade.

4. Students should be warned that when a course is retaken for internal purposes:

   a. they will only receive the maximum number credits allowed for each course.
5. For a non-repeatable 3-credit course, students will only receive 3 credits for the course no matter how many times they retake it.

6. For a 3-credit course that is repeatable once, students will only receive 6 credits no matter how many times they retake it.

   a. all grades for all attempts will be counted towards their cumulative GPA until they receive their first passing grade of C or higher.  

Even though the university may not give them credit hours or grade points for retaking the course, the B (not B-) or better standard is an expectation that must be met by all Hawaiian Language majors.

**Financial Aid Advisory**

Students should be warned that recent and more stringent changes to financial aid policies may prohibit financing the cost of tuition for repeated classes, including HAW 300-400 courses in which a grade of less than a B- is earned. Students should check with their financial aid counselor/officer for more information.

**References:**

Academic Progress Report Form, Revised Fall 2013
Internal Hawaiian Language Undergraduate Major Exit GPA & Individual Course Grade Policies & Procedures, Revised Fall 2013

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7 Hawaiian Language Majors who receive a grade lower than a B- in any 300-400 HAW course counted towards their major will have to retake/repeat the class until they receive at least a B- in order to have the course counted towards their major.

In accordance with UHM Policy:

- Students who earned a C-, D+, D, D-, or F or lower the first time for the course are eligible to have all new grades counted towards their cumulative GPA until they receive their first passing grade (C or higher).

- Students who earned a C, C+, or B-, C, or C the first time for the course will NOT be able to count any new grades earned for additional attempts towards their cumulative GPA.
Guidelines Concerning Students and Academic Action & Academic Hold

The University of Hawai‘i’s academic policy requires that each student “shall make satisfactory academic progress toward a degree and remain in good academic standing by maintaining a minimum UH Mānoa academic standard, which is a cumulative grade point average of 2.0.”

In addition, the Kawaihuelani Center for Hawaiian Language (KCHL) faculty requires Hawaiian Language majors to maintain an overall 3.0 HAW GPA for courses required in the major and that each major course be passed with a grade of B - or better.

Each school/college is responsible to monitor student academic progress and to report those students who may be at risk for academic probation, suspension or dismissal. The UH Mānoa policy is fully explained in this website at: http://www.catalog.hawaii.edu/undergrad-ed/honors.htm#academic

The KCHL faculty has charged the KCHL Academic Affairs with academic supervision of the policy and procedures for monitoring at-risk students (probation, suspension, dismissal) each semester. In consultation with the KCHL Academic Advisor, the following guidelines will advise the proper monitoring of students at risk for academic actions:

**Academic Probation (Cumulative UHM GPA of less than 2.0 &/or less than 3.0 HAW GPA)**

Students may be placed on academic probation at the end of any semester when their cumulative GPA falls below 2.0 or when they fail to maintain the minimum academic requirements of their college, school, or program. Probationary students may register for classes at UH Mānoa, but must achieve a current GPA of at least 2.0 in each probationary semester to be allowed further registration. Failure to meet these conditions may result in suspension or dismissal.

Unless an extension has been granted by the college or school's student academic services dean or designee, students may be put on probation if they have taken 24 credit hours beyond those required for graduation but still have not completed their specific program requirements.
• Each Fall and Spring semester, Hawaiian Language majors identified as being on Academic Probation will be notified in writing by the Academic Advisor (see form).
• At the Advisor’s discretion, an academic hold may be placed on the student’s academic standing at the time that Academic Probation is determined. In effect, an academic hold prohibits a student from registration for future courses, unless certain conditions are fulfilled.
• The student will be required to meet with the Academic Advisor to develop a written plan for improvement. Progress will be monitored for one-year.
• If the Academic Probation is not removed after one-year, it will be the Academic Advisor’s discretion that the probationary period be extended for a limited time, not to exceed one additional year of the original date of Academic Probation.
• If the Academic Probation is not removed after the extended period, a recommendation will be made to the KCHL Academic Affairs committee for further academic action (e.g., suspension and/or dismissal).
• Please see the UH Mānoa policy regarding Academic Probation for a full description.

**Academic Suspension (Cumulative UHM GPA of 1.7 or lower)**

Students may be suspended when they fail to achieve a cumulative GPA of at least 1.7 after attempting 24 credit hours or when they fail to meet the terms of probation.

Once suspended, a student is not eligible for readmission to UH Mānoa or Outreach College for one full semester (Fall or Spring). Students must apply for readmission to UH Mānoa after one semester of Academic Suspension.

Suspended students who attend another institution will be considered "transfer students" when reapplying to UH Mānoa, and must meet all transfer requirements. They will have their work evaluated by the college or school in order to determine eligibility for readmission.

Students who take no courses after being suspended for the required one semester are eligible to be readmitted into the college or school from which they have been suspended provided they submit an application form by the official deadline. However, readmission is not automatic if the student stays out beyond the required period.

Students readmitted after suspension are placed on probation and must meet the terms and conditions of probation as specified above. Failure to do so will result in dismissal.

• Each Fall and Spring semester, Hawaiian Language majors identified as being recommended for Academic Suspension will be notified in writing by the Academic Advisor (see form). In general, these are students who have not resolved their Academic Probation status satisfactorily.
• The KCHL Academic Affairs committee will review the recommendation for Academic Suspension and decide. The decision of the committee shall be final and cannot be appealed (except through Academic Grievance).
• If Academic Suspension is decided, a follow-up letter from the KCHL Director will detail the specific conditions for Academic Suspension, which will adhere to UH Mānoa regulations.
• At the student’s or Director’s discretion, a mutual meeting may be scheduled.
• Please see the UH Mānoa policy regarding “Application for Return from Academic Suspension.”
• Students who wish to return after suspension should apply to the Office of Admissions—for the Fall semester by the initial deadline of January 3 or final deadline of May 1, and for the Spring semester by the initial deadline of September 1 or final deadline of October 1.
• Students suspended from KCHL will be required to provide a written statement explaining the circumstances of the suspension and a rationale for reinstatement. If readmitted, the student will be placed on academic probation and must meet established terms of probation.
• Please see the UH Mānoa policy regarding Academic Suspension for a full description.

**Academic Dismissal**

Students who have been suspended and who subsequently fail to maintain the minimum academic requirements of UH Mānoa or their college, school, or program or fail to meet the terms of probation may be dismissed. Such students will be readmitted only in unusual circumstances. Students admitted on probation may be dismissed if they fail to maintain the minimum academic requirements or to meet the terms of probation.

Once dismissed, a student is not eligible for readmission to UH Mānoa or Outreach College for a minimum of one academic year (Fall and Spring semester). A dismissed student who is currently registered in an Outreach College Summer Session course may complete the course. However, completion of the course will not change the dismissal.

• Each Fall and Spring semester, Hawaiian Language majors identified as being recommended for Academic Dismissal will be notified in writing by the Academic Advisor (see form). In general, these are students who have not resolved their Academic Probation and/or Academic Suspension status satisfactorily.
• The KCHL Academic Affairs committee will review the recommendation for Academic Dismissal and decide. The decision of the committee shall be final and cannot be appealed (except through Academic Grievance).
• If Academic Dismissal is decided, a follow-up letter from the KCHL Director will detail the specific conditions for Academic Dismissal, which will adhere to UH Mānoa regulations.
• At the student’s or Director’s discretion, a mutual meeting may be scheduled.
• Please see the UH Mānoa policy regarding conditions that apply to students who have been dismissed for one or more years regarding applying for readmission.
• Students dismissed from KCHL will be required to provide a written statement explaining the circumstances of the dismissal and a rationale for reinstatement. If readmitted, the student will be placed on academic probation and must meet established terms of probation;
• Please see the UH Mānoa policy regarding Academic Dismissal for a full description.

Other Provisions

Upon finding that a student is suffering from a physical or mental condition detrimental to the student or to UH Mānoa, the vice chancellor for students will, on medical advice, recommend proper action to the appropriate college or school's student academic services dean or designee. The dean or designee may request that the student be withdrawn officially, without prejudice or academic penalty. Readmission is contingent upon review and recommendation by the college or school's student academic services dean or designee and the vice chancellor for students.

Notice of Removal of Academic Actions (Probation, Suspension, Dismissal)

When identified at-risk students have fulfilled the terms for their academic probation, suspension or dismissal, the student will be notified in writing of a removal of academic actions by the Academic Advisor (see form).
Guidelines for filing an Appeal or Grievance for Academic Concerns & Other Related Student Concerns

Whenever possible, students should first meet with the official, faculty, staff or other employee and seek a reasonable solution through informal conflict resolution (see the Welina Kawaihuelani Student Handbook for guidelines) before filing a written grievance.

Step 1. Appeal with the Faculty or Staff Member

The student shall meet with the official, faculty, staff or other employee to attempt to resolve the conflict or problem directly with one another. The meeting shall convene as soon as possible but no later than the end of the semester following the semester in which the conflict or problem occurred.

Step 2. Appeal with the Center Director

If the conflict or problem is not resolved with the outcome in Step 1, the student grievant may file a grievance in writing with the Director within 10 working days after receiving the decision of the officials involved in Step 1. Written grievance must be filed no later than the end of the semester following the semester in which the conflict or problem occurred.

The student grievant shall submit a written grievance that provides the information listed below:

5. The facts from the student’s perspective, citing specific names, date(s), time, place and violation where possible (as appropriate, include information/results achieved through informal conflict resolution, including impasse);

6. The remedy sought;

7. Evidence and names of witness(es), if any;

8. The solution proposed.

The Director (or designee) will review all written testimonies supplied by the parties involved. The Director (or designee) shall meet with the parties separately or jointly (if both parties agree) to discuss the grievance. Within 10 working days of receipt of the appeal, the Director (or designee) shall complete all investigations and provide a written decision to the parties involved.
Step 3. Appeal with the Academic Grievance (AGC) of the University of Hawaiʻi

If the conflict or problem is not resolved with the outcome in Step 2, the student grievant may file a grievance in writing with the Academic Grievance Committee (AGC) of the UH Mānoa Office of Student Affairs, within 10 working days after receiving the decision of the Director (or designee).

The AGC will review all documents relevant to the grievance. There are two AGC decision points possible:

3. **If no reasonable cause exists**, the Director’s decision shall be upheld. The AGC shall provide a written decision to the parties involved within 15 working days of the receipt of the grievance.

4. **If reasonable cause exists**, within 15 working days of receipt of the grievance:
   - The AGC will hold a hearing to discuss the grievance.
   - The AGC shall complete all investigations.
   - The AGC shall provide a written decision to the parties involved.

The decision of the AGC will be final within Hawaiʻinuiākea School of Hawaiian Knowledge and UH Mānoa.

Academic Grievance Committee (AGC)

The Academic Grievance Committee (AGC) is administered by the Dean of Students in the UH Mānoa Office for Student Affairs. Please access the following website for more information about the AGC and the UH Mānoa academic grievance policy and procedures: [http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/](http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/).

Redress Beyond the Hawaiʻinuiākea and the University of Hawaiʻi

Students are encouraged to exhaust all available internal, UH Mānoa procedures to achieve a resolution of an academic grievance before seeking redress outside of the university. If a satisfactory resolution is not reached, the student can file an appeal with the appropriate official in the office of the Vice Chancellor for Student Affairs. Any party to the grievance may seek redress through a court of competent jurisdiction or an outside enforcement agency. Nothing in the university’s Statement of Responsibilities of Faculty and Students and Academic Grievance Procedures for Students shall preclude any party from redress beyond the university.
Policy Regarding Exemption of Credits for UH System Students with an Earned AA/AS Degree

For BA HAW Majors!

UHM POLICY
These policies and procedures are in accordance with official UHM policy (Articulation Agreement). For more information, please access: http://manoa.hawaii.edu/admissions/undergrad/policies.html#credits

Exemption of UHM Core (Foundations and Diversification) Requirements For UH System Transfer Students
As part of the system-wide UH articulation agreement, Kawaihuelani undergraduate majors who have earned an Associate’s Degree (AA or AS) from an accredited 2-year institution in the UH System will be exempt from the UHM Core (Foundations and Diversification) Requirements for the undergraduate degree.

“Accordingly, transfer applicants who meet all admission criteria and have earned an articulated associate in arts/sciences (AA, AS) degree from a University of Hawai‘i community college will be admitted to UH Mānoa campus as having fulfilled the UH Mānoa general education core requirements.”

UHM Focus Requirements for UH System Transfer Students
Students who enter the UH System in Fall 2011 and thereafter must meet all of the Focus Requirements (W, H, E, O courses). Students who entered the UH System from Spring 2005 through Spring 2011 must meet requirements given in the table below. Students who entered UH prior to Spring 2005 should check with their Academic Advisor to determine their Focus Requirements. Depending on the number of UH transfer credit hours accepted, E (ETH) and O (OC) Focus Requirements for transfer students may be reduced. The W (WI) and H (HAP) Focus Requirements are not affected; since students may transfer approved UH System courses to help them satisfy the W (WI) and H (HAP) Focus Requirements.
UH System Transfer Students

<table>
<thead>
<tr>
<th>No. of Accepted UH Transfer Credit Hours</th>
<th>Writing Intensive (W or WI)*</th>
<th>Hawaiian Asian &amp; Pacific (H or HAP)</th>
<th>Ethical Issues (E or ETH)</th>
<th>Oral Communication (O or OC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-54</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>55-88</td>
<td>5</td>
<td>1</td>
<td>1-E/ETH</td>
<td>Or 1-O/OC</td>
</tr>
<tr>
<td>89+</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* At least two “W (WI)” courses must be at the 300 or 400 level.

For more information, access the UH Mānoa catalog at: http://www.catalog.hawaii.edu/corerequirements/grad-requirements.htm

Exemption from a UHM Focus Requirement

Students who have engaged in an extraordinary experience that took place outside of the ordinary university curriculum may request a one-course exemption from a Focus Requirement that is directly related to that educational experience. To request an exemption, students must demonstrate to the General Education Committee that the experience fulfilled the goals of the Focus Requirement area. If appropriate, the exemption reduces the number of courses required for the appropriate Focus Requirement. However, it does not reduce the total number of credit hours needed to graduate (120 or 124). Students are limited to ONE EXEMPTION. Restrictions apply. For more information, students should consult their Academic Advisor.

For more information, access: www.hawaii.edu/gened/focus_exemption.htm

Eligibility: Hawaiian Language majors may submit a Request for Exemption from a UHM Focus Requirement (see above). However, the request cannot be formally processed and approved until a student has been admitted to a Kawaihuelani program leading to an undergraduate degree and the student has confirmed intention to enroll.
Policy Regarding Focus Requirements for Students with UH System Transfer Credits

*For BA HAW Majors!*

Students who enter the UH System in Fall 2011 and thereafter must meet all of the Focus Requirements (W, H, E, O courses). Students who entered the UH System from Spring 2005 through Spring 2011 must meet requirements in the table below. Students who entered prior to Spring 2005 should check with a UH Mānoa Academic Advisor to determine their Focus Requirements.

Depending on the number of UH transfer credits hours accepted, Ethics – E (ETH) and Oral Communication O (OC) - Focus Requirements for transfer students may be reduced. Please see your UH Mānoa Academic Advisor and see the information below, *Exemption from a Focus Requirement*.

The W (WI) and H (HAP) requirements are not affected, since students may transfer approved UH System courses to help them satisfy the W (WI) and H (HAP) Focus Requirements.

For more information, access the UH Mānoa catalog at: [http://www.catalog.hawaii.edu/corerequirements/grad-requirements.htm](http://www.catalog.hawaii.edu/corerequirements/grad-requirements.htm)

### UH System Transfer Students

<table>
<thead>
<tr>
<th>No. of Accepted UH System Transfer Credit Hours</th>
<th>Writing Intensive (W or WI)*</th>
<th>Hawaiian Asian &amp; Pacific (H or HAP)</th>
<th>Ethical Issues (E or ETH)</th>
<th>Oral Communication (O or OC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-54</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>55-88</td>
<td>5</td>
<td>1</td>
<td>1-E/ETH</td>
<td>Or 1-O/OC</td>
</tr>
<tr>
<td>89+</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* At least two “W (WI)” courses must be numbered at the 300 or 400 level.

### Exemption from a Focus Requirement

Students who have engaged in an extraordinary experience that took place outside of the ordinary university curriculum may request a one-course exemption from a Focus Requirement that is directly related to that educational experience. To request an exemption, students must demonstrate to the General Education Committee that the experience fulfilled the goals of the Focus Requirement area. If appropriate, the exemption reduces the number of courses required for the appropriate Focus
Requirement. However, it does not reduce the total number of credit hours needed to graduate (120 or 124). **Students are limited to ONE EXEMPTION.** Restrictions apply. For more information, students should consult their Academic Advisor.

For more information, access: [www.hawaii.edu/ged/focus_exemption.htm](http://www.hawaii.edu/ged/focus_exemption.htm)

**Eligibility:** Hawaiian Language majors may submit a *Request for Exemption from a UHM Focus Requirement (see above).* However, the request cannot be formally processed and approved until a student has been admitted to a Kawaihuelani program leading to an undergraduate degree and the student has confirmed intention to enroll.
Policy Regarding Focus Requirements for Students with Non-UH System Transfer Credits

For BA HAW Majors!

Focus Requirements for Students with Non-UH System Credits
Students who transfer credits from a non-UH System institution may have adjusted (“pro-rated”) Focus Requirements (W, H, E, O courses). The adjustment is based on the number of non-UH System transfer credit hours accepted when a student is admitted to UH Mānoa.

Therefore, non-UH System credits completed while an active UH Mānoa student are not included in the proration (e.g., summer courses, Study Abroad, Student Exchange, etc.)

For more information, access the UH Mānoa catalog at: http://www.catalog.hawaii.edu/corerequirements/grad-requirements.htm

Non-UH System Transfer Students

<table>
<thead>
<tr>
<th>No. of Accepted Non-UH System Transfer Credit Hours</th>
<th>Writing Intensive (W or WI)*</th>
<th>Hawaiian Asian &amp; Pacific (H or HAP)</th>
<th>Ethical Issues (E or ETH)</th>
<th>Oral Communication (O or OC)</th>
<th>Prorate Step</th>
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<td>Step 1</td>
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<tr>
<td>55-88</td>
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<td>Or 1-O/OC</td>
<td>Step 2</td>
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<tr>
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<td>1</td>
<td>0</td>
<td>0</td>
<td>Step 3</td>
</tr>
</tbody>
</table>

* At least two “W (WI)” courses must be numbered at the 300 or 400 level.

Exemption from a UHM Focus Requirement
Students who have engaged in an extraordinary experience that took place outside of the ordinary university curriculum may request a one-course exemption from a Focus Requirement that is directly related to that educational experience. To request an exemption, students must demonstrate to the General Education Committee that the experience fulfilled the goals of the Focus Requirement area. If appropriate, the exemption reduces the number of courses required for the appropriate Focus Requirement. However, it does not reduce the total number of credit hours needed to graduate (120 or 124). Students are limited to ONE EXEMPTION. Restrictions apply. For more information, students should consult their Academic Advisor.
For more information, access:  www.hawaii.edu/gened/focus_exemption.htm

**Eligibility:** Hawaiian Language majors may submit a *Request for Exemption from a UHM Focus Requirement (see above).* However, the request cannot be formally processed and approved until a student has been admitted to a Kawaihuelani program leading to an undergraduate degree and the student has confirmed intention to enroll.
Policies and Procedures for Earning Hawaiian Language Back Credits

POLICY
In accordance with the UHM Hawaiian and Second Language Policy on Back Credits access: http://www.hawaii.edu/gened/hsl.htm

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.8
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.

8 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.
9 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.
UHM 2011: Policy on Hawaiian &/or 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 from language courses taken at another institution are not eligible for back credits 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](http://manoa.hawaii.edu/admissions/undergrad/policies.html#credits)
5. 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 and Kaua'i 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.
Policy and Procedures Regarding Request for Evaluation of Transfer Credits

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.

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.

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 Hawai‘i 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 not qualifying to transfer 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.

*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 Committed 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.
Policy and Procedures for Requesting Evaluation of Transfer Credits (Hawaiian Language)

For BA HAW Majors & Non-Majors!

The KCHL Curriculum Committee shall review a Request for Evaluation of Transfer of Credits (Hawaiian Language). The Request for Evaluation of Transfer of Credits (Hawaiian Language) 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.

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

Definition: Hawaiian Language Transfer Credits are defined as credits received for previous Hawaiian Language courses completed at another accredited institute of higher education that articulate with UHM Hawaiian Language courses.

No Back Credits: Hawaiian Language Transfer Credits accepted for Hawaiian Language courses completed at another accredited institution of higher education are not eligible for back credits.10

Eligibility: Hawaiian Language majors (as well as non-majors) may request an evaluation of their Hawaiian Language transfer credits earned at another accredited institution. However, the request cannot be formally processed and approved until a student has been admitted to a UHM 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 Hawai‘i at Mānoa will have had their former, official university or college transcripts evaluated by the Office of Admissions. Qualifying Hawaiian Language transfer credits will be transferred

10 For information about back credits, please see Kawaihuelani’s “Policies and Procedures for Earning Hawaiian Language Back Credits” as well as the UHM “Policy on Hawaiian/Second Language Back Credits”.
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 (Hawaiian Language) 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 (Hawaiian Language) for courses that may have been evaluated as not qualifying to transfer 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 (Hawaiian Language) 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 (Hawaiian Language) 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.

**Nota Bene:** A student who has a number of transfer credits to be considered is encouraged to submit the Request for Transfer of Credits (Hawaiian Language) 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 (Hawaiian Language), 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 (Hawaiian Language) 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 (Hawaiian Language)* 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 (Hawaiian Language)* include:

- The outside course has already been articulated with UHM HAW course. Therefore, the credits earned at another accredited institution will transfer and/or count as the articulated UHM HAW course. The *Request for Transfer of Credits (Hawaiian Language)* is approved.

- The outside course is deemed equivalent to a UHM HAW course even though it has not been officially articulated. Therefore, the credits earned at another accredited institution will transfer and/or count as the equivalent UHM HAW course. The *Request for Transfer of Credits (Hawaiian Language)* is approved.

- UHM does not have an equivalent course; however, the KCHL committee finds the outside course valuable and in line with the scope/mission of the program/degree. Therefore, the credits earned at another accredited institution will transfer and/or count for an HAW upper-division elective. The *Request for Transfer of Credits (Hawaiian Language)* is approved.

- The outside course is not equivalent to an existing UHM HAW course and does not align with the scope/mission of the program/degree. Therefore, the credits earned at another accredited institution will not be transferred and/or counted towards any UHM HAW course. The *Request for Transfer of Credits (Hawaiian Language)* is not approved.

**Final Decision**
The final decision of the KCHL Curriculum Committed 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.
Policy and Procedures Regarding Request for Course Substitution

For BA HAW Majors!

The KCHL Curriculum Committee shall review a Request for Course Substitution. The Request for Course Substitution 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.

For example, a student needs a particular course to graduate, but it is not offered at UHM, so an equivalent or other course may be requested to be substituted (i.e., at another accredited institution). Or, another special needs student has a learning disability (e.g., unable to orally speak or vocalize Hawaiian) but except for the learning disability, is able to complete the Hawaiian Language major; therefore, a request for an appropriate course substitute is requested (i.e., beyond reasonable ADA accommodations).

Eligibility: Hawaiian Language majors may submit a Request for Course Substitution. However, the request cannot be formally processed and approved until a student has been admitted to a Kawaihuelani program leading to an undergraduate degree and the student has confirmed intention to enroll.

Time Limited Requests
At the latest, a Request for Course Substitution should be received by the 5th week of the semester before the anticipated semester of enrollment (i.e., 5th week of the Fall semester for Spring or Summer enrollment; 5th week of the Spring semester for Fall enrollment). Decisions will be made and communicated to the student by the end of the semester in which the student submitted the request.

First Level of Screening
The student shall prepare a written Request for Course Substitution explaining the rationale for the course substitution and provide any supporting documents (e.g., catalog course description, sample syllabi, name/author of texts or readings, etc.). Submit the documentation to the Academic Advisor who will verify that all required paperwork and supporting documents are included.

When completed, the Academic Advisor will forward the written Request for Course Substitution 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 Course Substitution* 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 (expand upon the reasons or justification for your request, what will you learn, how will any special arrangements you need be provided, how will you complete the course successfully, etc.).

Possible outcomes of KCHL Curriculum Committee’s review of a *Request for Course Substitution* include:

- The *Request for Course Substitution* is equivalent to an existing HAW or UHM course; therefore, the credits to be earned will transfer and/or count as the equivalent HAW or UHM course. Therefore, the *Request for Course Substitution* is approved.

- UHM does not have an equivalent course; however, the KCHL committee finds the *Request for Course Substitution* valuable and in line with the scope/mission of the program/degree. Therefore, the credits to be earned (e.g., at another accredited institution or program) will transfer and/or count towards a HAW course. The *Request for Course Substitution* is approved.

  *Nota bene:* It is the student’s responsibility to ensure that the credits for the course substitution transfer into UHM and apply to the degree/major.

- The *Request for Course Substitution* is not equivalent to an existing HAW or UHM course and does not align with the scope/mission of the program/degree. Therefore the *Request for Course Substitution* 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 student.
Policy and Procedures Regarding Request for Course Waiver

For BA HAW majors and UHM courses only!

The KCHL Curriculum Committee shall review a Request for Course Waiver. The Request for Course Waiver 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.

For example, a student may produce evidence and records of competence that a particular course already completed at UH Mānoa and that meets all academic standards, e.g., an on-line course, is equivalent to a required course and decide to submit a Request for a Course Waiver.

Eligibility: Hawaiian Language majors may submit a Request for Course Waiver. However, the request cannot be formally processed and approved until a student has been admitted to a Kawaihuelani program leading to an undergraduate degree and the student has confirmed intention to enroll.

Time Limited Requests
At the latest, a Request for a Course Waiver 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.

First Level of Screening
The student shall prepare a written Request for Course Waiver explaining the rationale for the course waiver and provide any supporting documents (e.g., transcript or STAR record, catalog course description, sample syllabi, name/author of texts or readings, etc.). Submit the documentation to the Academic Advisor who will verify that all required paperwork and supporting documents are included.

When completed, the Academic Advisor will forward the written Request for Course Waiver 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 Course Waiver 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 (expand upon the reasons or justification for your request, how does the course fulfill academic requirements, etc.).

Possible outcomes of KCHL Curriculum Committee’s review of a Request for Course Waiver include:

- The Request for Course Waiver is equivalent to an existing HAW or UHM course; therefore, the credits count as the equivalent HAW or UHM course. Therefore, the Request for Course Waiver is approved.

  *Nota Bene*: The waiver of course does not reduce the amount of total credits necessary to complete the undergraduate degree at UH Mānoa (120 or 124 credits) and/or the required total credits to complete the Hawaiian Language major (30 credits).

- The Request for Course Waiver is not equivalent to an existing HAW or UHM course and does not align with the scope/mission of the program/degree. Therefore, the Request for Course Waiver is not approved.

Courses Completed at Other Accredited Institutions
Courses already completed at other accredited institutions are treated as Transfer Credits and are not able to be waived under a Request for Course Waiver. Instead, students should apply for a Request for Transfer of Credits to have these credits evaluated as Transfer Credits.

Waiver or Exemption of UHM Focus Requirements
UHM has an existing policy specifically regarding the waiver or exemption of UHM Focus Requirements (W, H, E, O courses) for both UH System and Non-UH System Students, including Transfer Students.

For more information, access: [www.hawaii.edu/gened/focus_exemption.htm](http://www.hawaii.edu/gened/focus_exemption.htm).

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 student.
Guidelines For Filing an Application Contract for an Independent Or Directed Study to Approve a HAW 499, HAW 699 and HAW 695

HAW 499 Directed Studies (V) Study of Hawaiian language through vernacular readings in various academic fields. Repeatable up to six (6) credits. Pre: 302 and consent.

HAW 699 Directed Research (V) Repeatable unlimited times. A-F only. Pre: Consent of instructor and graduate chair.

HAW 695 Papahana Laeo’o (V) Internship with cultural practitioner for MA students choosing Plan B. Repeatable up to six (6) credits. CR/NC only. Pre-consent of graduate advisor.

An option for elective credit may be to do work with UH faculty or community resources and mentors in the form of an independent or directed study course such as a HAW 499/699 Independent or Directed Study (which includes Directed Reading/Research or Field Investigations) or a HAW 695 (internship with a cultural practitioner). Through independent or directed study courses and projects, the student works one-on-one with an individual faculty member, cultural practitioner or mentor who guides the student toward meeting specific, mutually agreed upon learning objectives and activities. These are developed in a signed written contract drawn between the student and the UH faculty supervisor, and approved by the Center Director.

In general, a HAW 499/699/695 is not intended to replace or substitute for a course already offered through the university, including required major or pre-requisite courses. The primary purpose of a HAW 499/699/695 is to enhance, extend or enrich a student’s learning experiences beyond the wide range of university course work already offered. The HAW 499/699/695 independent or directed study is a cooperative learning situation with a principal resource UH faculty member, cultural practitioner or mentor, who is expected to have the experience, expertise and knowledge in the area of study and investigation and can deliver the negotiated learning experiences. Above all, a HAW 499/699/695 should be an experiential opportunity for the student to grow and develop through mentorship, inquiry, discovery and responsible scholarship. A HAW 499/699/695 will not to be approved for the sake of a student’s personal convenience or schedule.
GUIDELINES TO FOLLOW

For all approved HAW 499, HAW 699 and HAW 695 independent or directed study contracts, all of the following pre-conditions for approval shall apply:

CREDITS

1. For HAW 499, a total of six (6) credits may be applied toward undergraduate major or degree requirements. HAW 499 credits may not be counted towards graduate work.
2. For HAW 699, the total credits earned and applied toward a graduate major or degree requirements are: six (6) credits for Plan A students; and nine (9) credits for Plan B students.
3. For HAW 695, the credit(s) earned for each learning experience may vary up to six (6) credits in total.
4. HAW 499/699/695 contracts may be negotiated for one (1), two (2) or three (3) credits. Not more than three (3) credits may be negotiated per contract. A minimum of 50 hours of documented independent or directed study work per semester is required for each credit negotiated.

GRADES

5. For HAW 499 and HAW 699, grades (A-F) only must be earned for the independent or directed study. Credit/No Credit or Pass/Fail are not options. Students may not audit HAW 499 or HAW 699.
6. For HAW 695, students may only enroll for Credit/No Credit. Students may not audit HAW 695.
7. The Kawaihuelani “B- or better” grade policy will apply to credits earned in HAW 499/699 if the learning experience is counted towards fulfilling major requirements.
8. Grades of “I” or “Incomplete” under special circumstances may be allowed, with the prior approval of the Director. Incomplete grades must be fulfilled by November 1st (for the previous Spring and Summer Semesters) and April 1st (for the previous Fall Semester). There will be no extensions beyond these dates.

ROLES & RESPONSIBILITIES

9. The UH faculty supervisor who supervises the HAW 499/699/695 shall be a current member of the UH faculty. Keep in mind that UH faculty can only supervise a limited number of HAW 499/699/695 students to be an effective instructor/mentor.
10. The UH supervisor’s role is to provide diligent supervision and guidance of the student engaged in the independent or directed study. As the acknowledged principal resource with expertise in the field of study or investigation, including work conducted with a cultural practitioner. The supervisor is charged with authenticating the content of the independent or directed study, assuring the quality of the independent or directed study learning experience, and delivering a fair and professional evaluation of the student’s work.
11. The student’s role is to meet all of the conditions set forth in the written independent or directed study contract, within the agreed upon time frame. For each credit negotiated, a student is expected to engage in a minimum 3-4 hours of independent or directed study activities each week of the 15-16 weeks per semester. One (1) credit of independent or directed study requires a minimum of 50 hours of active academic engagement for the semester; two (2) credits require 100 hours; three credits (3) require 150 hours.

RECORD-KEEPING

12. Meeting regularly is an expectation for both the student and UH supervisor. In consultation with the supervisor, the student will develop a record-keeping system/log to account for time spent engaged in learning activities during the independent or directed study, in a manner and form in which both supervisor and student agree.

13. All copies of documentation for a HAW 499/699/695 approved contract shall be filed with the Academic Advisor, including contracts application, assumption of risk and release forms, record-keeping system/logs, etc. Faculty and students are monitored from time to time with random reviews of approved contracts and supporting documentation (e.g., logs) on file.

ASSUMPTION OF RISKS

14. For students who will engage in field investigations and activities related to the independent or directed study in off-campus settings and environments, the “Statement of Assumption of Risk and Release” form is required to be submitted at the time of application. This is to ensure that the liability involved with activities conducted in/on off-campus settings and environments is clearly at the student’s risk.

NO FUNDING

15. There is no assurance or assumption of funding or fiscal responsibility for any approved HAW 499/699/695.

EVALUATION & MONITORING

16. HAW 499/699/695 supervisors are encouraged to keep accurate, on-going documentation when tracking student performance, progress, and grades.

17. The student shall submit the record-keeping log kept to account for time spent engaged in learning activities during the independent or directed study to their supervisor who, if requested, then shares it with the Director for review. When requested, any other evidence of completed assignments, projects or activities shall be submitted to the Director. If requested, the log and any other documented evidence for the independent or directed study are due on the last day of instruction of the semester.

18. Faculty and students are monitored from time to time with random reviews of approved contracts and supporting documentation (e.g., logs) on file. All
contracts and supporting documentation for approved HAW 499/699/695 contracts are filed with the Academic Advisor.

WHEN TO APPLY & APPROVAL
19. Applications for HAW 499/699/695 are accepted once a semester in the Fall Spring and Summer semesters. The application contract form and supporting documents and are due ONE WEEK before the last day to add classes to the Director for approval (see UHM Academic Calendar).
20. Clearly print the name of the student and supervisor on each page of the application form and supporting documents (word processed).
21. When approved, the supervisor should assist the student to enroll by using the appropriate course CRN assigned to the supervisor for a HAW 499/699/695 (see the Director for the CRN).

CLOSURE OF THE HAW 499/HAW 699/HAW 695
22. After final grades for the HAW 499/699/695 are assigned and posted, the UH supervisor should file all supporting documentation (e.g., logs, copies of final papers, etc.) with the Academic Advisor. As a reminder, faculty and students are monitored from time to time with random reviews of approved contracts and supporting documentation (e.g., logs) on file.

QUESTIONS
For more information concerning HAW 499/699/695 please contact the Kawaihuelani Academic Advisor at 808.956.7637 or email kukakuka@hawaii.edu.
Policy and Procedures for Students Completing a 2nd Bachelor of Arts in Hawaiian Language

Kawaihuelani recognizes and encourages students who decide to complete a 2nd Bachelor of Arts degree in Hawaiian Language. In general, rather than complete a graduate degree, these students decide that completing a 2nd BA degree in Hawaiian Language may better fit their educational, career or other goals. Some may come with a range of knowledge and background in Hawaiian language and culture.

For the most part, these students have been out of school for one-two or more years, have had careers, relationships, etc., and hope to enhance their lives with the completion of another BA. In most cases, most are matured adults returning to school seeking a career change or more educational opportunities by completing a 2nd BA degree in Hawaiian Language.

**UHM Admission.** Students who decide to earn a 2nd BA must first be admitted by the UHM Admissions Office (complete the application process by the due date and fulfill other admission requirements). These students must have earned a 1st Bachelor’s degree at an accredited institution, and received official verification of the earned first degree from the UHM Admissions Office. Official transcripts are required.

**General Education Requirements.** After admission, the students must meet all of the undergraduate degree requirements, including those General Education degree requirements (to include Focus Requirements) required for the 2nd Bachelor’s degree. In general, the same General Education degree requirements, including the total and types of undergraduate credits, minimum GPA, required residency credits, and academic good standing that apply to 1st Bachelor’s degree students, will also apply to 2nd Bachelor’s degree students.

**Hawaiian Language Major Requirements.** Similarly, the major requirements that apply to Hawaiian Language majors earning a 1st Bachelor’s degree, will also apply to those students earning a 2nd Bachelor’s degree. These include all Hawaiian Language major pre-requisite courses and grades, as well the overall 3.0 GPA requirements for Hawaiian Language majors, and the B- or better grade policy for courses counted towards the Hawaiian Language major. 2nd BA majors must fulfill any other Hawaiian Language major requirements in effect, and/or determined by the faculty, at the time of admission.
**Required Meeting with Advisor.** After being officially admitted, 2\textsuperscript{nd} BA degree students must meet individually with the Kawaihuelani Academic Advisor to determine a plan of study to fulfill the 2\textsuperscript{nd} Bachelor of Arts in Hawaiian Language. The meeting must be completed before the end of the first semester of enrollment. A signed and agreed-upon, written plan of study that will guide the completion of the 2\textsuperscript{nd} BA is an expected outcome of this required meeting.

**Transfer & Waiver of Credits.** Any transfer and/or waiver of course or credit requirements applicable to the 2\textsuperscript{nd} Bachelor’s degree or Hawaiian Language major will be negotiated at this required meeting with the Advisor. 2\textsuperscript{nd} Bachelor’s degree students should be prepared to submit additional documentation for any course waiver and/or transfer of credits required by the Kawaihuelani faculty at the required meeting with the Kawaihuelani Academic Advisor.

**Conditions for Admission for Students Completing a 2\textsuperscript{nd} BA in Hawaiian Language**

On a case-by-case basis, a determination of all or some of the following conditions for admission to a 2\textsuperscript{nd} BA in Hawaiian Language program will be applicable.

Each applicant is required to:

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<tr>
<th>✓</th>
<th><strong>Required Criteria for Admission to 2\textsuperscript{nd} BA in Hawaiian Language</strong></th>
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<tr>
<td>✓</td>
<td>Fulfill that a minimum of one-two years has expired since receiving the 1\textsuperscript{st} BA/BS degree from an accredited institution.</td>
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<td>✓</td>
<td>Apply by the required deadline established by the University of Hawaiʻi for 2\textsuperscript{nd} BA applicants.</td>
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<td>✓</td>
<td>Submit all required application materials at the time of application. Incomplete applications will not be considered.</td>
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<tr>
<td>✓</td>
<td>Achieve an overall GPA of 3.0 or better in the completion of the 1\textsuperscript{st} BA degree (submit official transcripts).</td>
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<td>✓</td>
<td>Provide three (3) letters of recommendation from faculty or other professional references who support the applicant’s admission to the 2\textsuperscript{nd} BA in Hawaiian Language program.</td>
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<td>✓</td>
<td>Submit a written essay explaining the applicant’s rationale for completing a 2\textsuperscript{nd} BA in Hawaiian Language (rather than a graduate degree). The essay must develop a written plan of study with a rationale, timeline, objectives and outcomes for completing the 2\textsuperscript{nd} BA.</td>
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<tr>
<td>✓</td>
<td>Agree to accept that the decision to admit or not admit the applicant to the 2\textsuperscript{nd} BA in Hawaiian Language is final and cannot be appealed.</td>
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**If required,** each applicant should be prepared to:

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<th><strong>Additional Required Criteria for Admission to 2\textsuperscript{nd} BA in Hawaiian Language</strong></th>
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<td>☐</td>
<td>Interview with the program’s KCHL Curriculum Committee.</td>
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<td>☐</td>
<td>Complete the Hawaiian Language Placement Exam.</td>
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<tr>
<td>☐</td>
<td>Other requirements (specify):</td>
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</table>
First Level of Screening
After the UHM Office of Admissions has accepted the student’s application for a 2nd BA in Hawaiian Language, the application and documents will be forwarded to the Kawaihuelani Academic Advisor. The KCHL Academic Advisor will verify that all required paperwork and supporting documents are included.

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

2nd BA in Hawaiian Language Admissions Decision-Making Process

The KCHL Curriculum Committee will review requests for a 2nd BA in Hawaiian Language on an as needed basis. After receiving the student’s application materials from the UHM Office of Admissions, the Kawaihuelani Academic Advisor will forward the application materials and supporting documents (including the STAR transcript if available) to the KCHL Curriculum Committee for review and decision-making on a case-by-case basis. The KCHL Curriculum Committee is encouraged to include faculty with specific expertise when needed. As necessary, the KCHL Director and Advisor may serve as ex-officio members.

The KCHL Curriculum Committee may request a short interview with a student to assess her/his Hawaiian language proficiency or potential and to ask questions about the student’s goals and objectives for completing a 2nd BA in Hawaiian Language.

The KCHL Curriculum Committee may require the student to complete the Hawaiian Language Proficiency Exam (HLPE) before an admission decision is rendered.

Only complete applications for admission to the KCHL 2nd BA in Hawaiian Language program 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.

Possible outcomes of KCHL Curriculum Committee’s review include:

- **Conditional admission**: There are specific conditions, course work or other academic expectations that must be met to be admitted to the 2nd BA in Hawaiian Language program. A timeline for meeting these conditions will be stipulated. The student must meet with the Kawaihuelani Academic Advisor before the end the first semester of admission to develop a written plan of study for completing the 2nd BA.
- **No admission:** After review, a decision of no admission will be determined after a thorough review of the applicant’s application materials, rationale, qualifications, academic preparation, documentation or potential for completing a 2nd BA degree. When applicable, information resulting from a committee interview, Hawaiian Language Placement Exam, may also be weighed in the decision process. An applicant who does not meet program expectations, standards or criteria will not be admitted.

**Final Decision: 2nd BA in Hawaiian Language Admissions**

The decision of the KCHL Curriculum Committee to admit or not admit the applicant to the 2nd BA in Hawaiian Language is final and cannot be appealed.

The final admission decision will be communicated to the Director and Academic Advisor, who will notify the student and/or UHM Office of Admissions.

**Accepting Conditional Admission to the 2nd BA in Hawaiian Language**

Applicants approved for Conditional Admission will be notified with a letter of Kawaihuelani’s offer to be conditionally admitted to the 2nd BA in Hawaiian Language course of study. The letter is time/date limited and is to be signed by the applicant to accept the offer of Conditional Admission. A signed/dated copy of the letter must be returned to validate the offer.

The following conditions (detailed in the offer letter) will apply to students granted Conditional Admission to the 2nd BA in Hawaiian Language degree and course of study:

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<th>Required Criteria for Conditional Admission to 2nd BA in Hawaiian Language</th>
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<tr>
<td>✓</td>
<td>Meet with the Kawaihuelani Academic Advisor to develop a written plan of study before the end of the first semester of admission.</td>
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<tr>
<td>✓</td>
<td>Submit transfer credits (if any) not accepted by the UHM Admissions Office to be evaluated at the required meeting with the Kawaihuelani Academic Advisor.</td>
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<td>✓</td>
<td>Agree to fully accept and fulfill all of the prerequisite, passing grade, GPA, academic policies and HAW major requirements in effect at the time of admission.</td>
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<td>✓</td>
<td>Agree to fulfill the required 30-credit residency requirements required by UH Mānoa.</td>
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<tr>
<td>✓</td>
<td>If required, agree to fulfill the required 45-credit upper division requirements required by UH Mānoa.</td>
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<tr>
<td>✓</td>
<td>If required, agree to repeat or re-enroll in an equitable course in which the applicant has not earned a grade of B- or better that apply to all Hawaiian Language Major requirements and that are applicable to all 1st BA Hawaiian Language students.</td>
</tr>
<tr>
<td>✓</td>
<td>If required, agree to repeat or re-enroll in an equitable course in which the applicant has not earned a C or better that apply to or General Education requirements and that are applicable to all 1st BA undergraduate students.</td>
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<tr>
<td>✓</td>
<td>Be mindful that if admitted, a 2nd BA in Hawaiian Language does not guarantee financial aid assistance.</td>
</tr>
<tr>
<td>✓</td>
<td>Other requirements (specify):</td>
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