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](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 institution 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.

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”.

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