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.

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

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.

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

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.