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.

Students should be aware that all course waiver 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 may request to waive HAW 452 (a major core requirement) if it is not offered in the semester (s)he needs to graduate. If approved, the student still needs to have 30 major credits to graduate with a BA in Hawaiian. If the student does not have 30 credits, Kawaihuelani’s Curriculum Committee may suggest another HAW class to take so that his/her total major credits will equal 30, but this suggested class does not substitute for HAW 452.

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.

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 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.