

Procedure for transferring back credits from a UH Community College when there is no Memorandum of Agreement

College of Arts, Languages & Letters (last updated: 2/1/2023)

Background: Kapi‘olani, Kaua‘i, Leeward, and Windward Community Colleges and UH-Mānoa have been operating under a memorandum of agreement regarding the awarding of back credits. Back credits issued by UH-Mānoa and Kapi‘olani/Kaua‘i/Leeward/Windward Community College are mutually transferable (e.g., If a student who has earned 12 back credits at Kapi‘olani transfers to Mānoa, the same number of back credits are automatically transferred to Mānoa and vice versa). Mānoa does not have such an agreement with community colleges such as Maui. Therefore, requests to transfer back credits from these colleges need to be considered on a case-by-case basis.

Procedure: The procedure to transfer back credits from Maui Community College is as follows:

1. The student who wishes to transfer back credits will contact the department advisor who is in charge of back credits.

- ASL advisor: Amy (Ami) Tsuji-Jones [tsujijon@hawaii.edu]
- EALL advisor: Yini Lin [ealladv@hawaii.edu]
- IPLL general back credit inquiries: [ipll@hawaii.edu]
- LLEA advisor: Merle Kawabata [fadil@hawaii.edu]
- RAC advisor: Daniel Harris-McCoy [harrismc@hawaii.edu]

2. The advisor will have appropriate faculty in the department evaluate course equivalency (e.g., Japanese 202 at Maui is equivalent to Japanese 201 at Mānoa).

3. Based on the evaluation, the advisor will prepare a petition memo to transfer back credits to Mānoa, which should be signed/approved by the department chair.

4. The advisor will send the original memo to Marsha Jokura (Admissions Office) at mjokura@hawaii.edu and a copy to the CALL Associate Dean.