

PETITION FOR BACK CREDITS IN LANGUAGES

College of Arts, Languages & Letters (last updated: 1/30/2023)

All students (including heritage and native speakers) with experience in another language other than English may earn “back credits.” These students may take any UHM course, appropriate to their level, in which there is significant use of that language. (Appropriate level determined by placement exam or advisor; significant use determined by the course content.) Upon completion of this course, if students earn a letter grade of C (not C-) or better, they will receive between 3-16 back credits. The course must be the *first* Hawaiian or second language course taken since high school, and it must be taken for a letter grade, not CR/NC. Back credits may be earned for only one language. **Students starting from 101 or equivalent will receive no back credits.** Other restrictions apply: see the [UHM back credits policy](#) for more information.

Name: _____ Student ID Number: _____
Last, First, Middle Initial

Student’s School/College: _____ Student’s Major: _____

Having completed _____ with a grade of C (not C-) or better, I request that I be granted _____ credits in
course name and no. no.
_____.
language

Student’s Signature: _____ Date: _____

For Students: Please email your signed form to the appropriate language advisor.

The section below should be filled out by the language department.

Per the UHM back credits policy, I verify that:

The course indicated above is the first course taken in the petitioned language at UHM. _____ (Initial.)

The student has not received transfer credits for the petitioned language from any other university. _____ (Initial.)

The student has not received back credits for any other language. _____ (Initial.)

I approve the above petition to grant _____ additional credits for the completion of _____.
no. course name and no.

Credit is granted for the following courses:

course name and no.	credits	course name and no.	credits
_____	_____	_____	_____
_____	_____	_____	_____

Signed: _____ Date: _____

Language Advisor or staff who reviewed the petition

Signed: _____ Date: _____

Language Department Chair

For Department Advisors/Chairs: Approved and signed forms should be submitted electronically to the Registrar’s Office at uhmanoa.records@hawaii.edu using FileDrop. Please submit a digital copy to CALL via Laulima.