

Transfer Credit Evaluation Policy

Purpose:

The purpose of this policy is to define transfer students and describe the procedures for students seeking to transfer credits from other institutions.

Background:

The College's practices in this area were reviewed by the Academic Senate in Spring 2002. The Senate's recommendations were forwarded on March 8, 2002. The Academic Senate reviewed the policy again as requested by the Vice Chancellor for Academic Affairs during 2008/09 and approved a revision on October 30, 2009.

In Spring 2013, the UH system implemented a process (called SZPARTI), by which credits completed at other UH system institutions could be automatically transferred. Action on the part of the individual student is not required. The Academic Senate reviewed a revision to the policy proposed by the Registrar and based on the new process, and approved it February 28, 2014.

Policy and Procedures:

Transfer students are those who were previously enrolled at a college or university other than HawCC. To transfer credits from non-UH institutions, students should have an official transcript (sealed/unopened) sent directly to the HawCC Admissions & Records Office from the transferring institution. The Admissions & Records Office will transfer courses that are in the UH articulation database. If a course is not in the UH System articulation database, the Admissions and Records Office or the student may initiate the articulation process to have the coursework considered for articulation and transfer. All materials submitted become the property of HawCC.

A course will be processed for possible transfer credits if the course was completed with a grade of "D" (not "D-") or better. However, for AAS, AS and certificate programs, a course with a "D" grade will not be accepted when a "C" or better is required for that course for graduation. When applicable, transfer credits may be counted towards the specific requirements of a program; otherwise, they will be counted as general electives. However, neither grade points nor grade point averages (GPA) earned at other institutions are used in the computation of the HawCC cumulative GP A.

¹ Supersedes Haw 7.208, April 30, 2014, June 8, 2010, November 1, 2009, June 1, 2009, and June 10, 2002
Revised Policy issued by Rachel Solemsaas, Chancellor