

## Transferring Credits from External Institutions

### Purpose:

Since students may matriculate at multiple campuses, it is important that credits earned from external institutions be reviewed for possible transfer to Hawai'i Community College (HawCC).

### Background:

Beginning Spring 2013, the UH system implemented a process (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:

Credits earned concurrently from UH system institutions will be transferred to HawCC at the close of the semester if the course is already in the UH System articulation database.

SZPARTI will eventually be run for past terms, as time and resources allow. Until such time as this is completed, a student may request to have his/her UH system credits earned prior to the Spring 2013 semester evaluated via SZPARTI by submitting a request to the Admissions & Records Office.

Credits earned from non-UH postsecondary institutions may be transferred to HawCC if the following criteria are met: (1) the official transcript is from an accredited institution recognized by HawCC, (2) the transcript is in English or translated into English by a certified translator, and (3) the earned grade for the course is at least a "D" (not "D-").

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 articulation database, the Admissions & Records Office, or the student may initiate the articulation process to have the coursework considered for articulation and transfer.

### **Please note the following:**

- 1) Acceptance of external credit(s) is at the sole discretion of the receiving campus.

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<sup>1</sup> Supersedes HAW 7.209, March 31, 2010

- 2) Coursework already taken at HawCC cannot be replaced by any transfer coursework. The higher grade for an external course cannot replace the lower grade for the same course taken at HawCC. HawCC coursework, including HawCC in-progress course(s), overrides any external transfer coursework.
- 3) The ratio for converting quarter-system credits to semester-system credits is 3:2.
- 4) Grades for transferred courses are not computed in the HawCC cumulative grade point average (GPA).
- 5) Transfer courses with a "D" (not "D-") grade may be accepted for transfer. The student's (GPA) is not transferrable from one campus to another. This is to ensure that students meet the appropriate HawCC graduation standards.
- 6) Transcripts received by HawCC become the property of HawCC, and the original(s) is/are not forwarded to other institutions or returned to the student.
- 7) Transfer credit may be awarded for upper-division courses numbered 300 or higher.

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Revised Policy Issued by: Noreen Yamane, Chancellor