Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

Angela Meixell. Ed.D.
Chancellor
Windward Community College
45-720 Kea'ahala Rd.
Kaneohe, HI 96744

www.wcc.hawaii.edu
ARTICULATION POLICY

I. Purpose:

The purpose of this policy is to establish the guidelines for: (1) the transfer of students to Windward Community College; (2) the transfer of academic credits to Windward Community College; and (3) the articulation of the curriculum of other campuses to WCC.

The College subscribes to the principles and practices regarding the transfer of credits approved by national professional education organizations.

II. References:


b. Windward Community College Policy Guideline No. 4-2, Acceptance of Credit in Transfer at Windward Community College, January 1981.

c. Council on Postsecondary Accreditation (COPA), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the American Council of Education (ACE), Joint Statement on Transfer and Award of Academic Credit, June, 1981.

III. Policies:

Articulation of Windward Community College curricula with other University of Hawai‘i campuses is a complex matter which must involve faculty, staff, and administration. To assure that the process of program articulation functions smoothly, the campus is committed to the following general principles:

Documentation: The specifics of articulation between Windward Community College and other institutions shall be detailed in a formal written agreement signed by the Provost and other appropriate administrators. Articulation agreements shall include provisions for regular review, evaluation, and revision.

Coordination and Communication: Changes in degree requirements, curricula, and other academic policies at windward community college which affect students transferring from other campuses shall involve prior consultation with the campuses affected by the chances. When another University of Hawai‘i campus agrees to a similar policy, Windward Community College agrees that major changes in degree requirements at WCC shall be announced at least one year in advance of their implementation to allow other campuses sufficient time to consider appropriate action at such time.

Continuity: "Grandfather" provisions in academic policy and curriculum changes shall be applicable to students from sending campuses, as long as the student maintains continuous registration in an articulation program of study. Provision shall be made for exceptions to continuous registration by appeal to the Dean of Student Services.

Accountability: Windward Community College will designate a single individual as being a contact person for students or University personnel with articulation questions or concerns.
a. Transfer of Students:

Students who are either high school graduates or at least 18 years of age may transfer to Windward Community College regardless of the number of credits completed at another institution.

Students who have taken courses at other institutions are not obligated or required to submit transcripts or seek evaluation of their credits for transfer to Windward Community College. In general, only degree-seeking students will want to have prior work evaluated, and a student must declare a major before a transcript evaluation can be made.

b. Transfer of Academic Credit:

1. Generally, credits for courses taken at other regionally accredited institutions will transfer to Windward Community College. Specific applicability of transfer courses to general education requirements will be determined through the articulation process established in University of Hawai‘i Executive Policy E5.209, and the procedures described in section IV of this policy.

2. Credits earned within the University of Hawai‘i with course or class designations related to degree requirements such as 'Writing intensive' will transfer when such designations have been determined according to the articulation process established in University of Hawai‘i Executive Policy E5.209, and the procedures described in section IV of this policy.

3. Credits earned at institutions not accredited by a regional accrediting association generally are not transferable. However, based on a review of the course syllabus and the applicability of the course to a program at Windward Community College, the credit may be transferable.

C. Other Related Issues:

To assure the smooth transfer of students within the University of Hawai‘i, the following shall be the policy at Windward Community College:

1. Transfer of Previously Earned Credits: An evaluation and acceptance of credits earned at a non-UH institution by any campus within the University of Hawai‘i also shall be accepted at Windward Community College, as no less than electives. Where there are no equivalent courses or similar requirements between the sending campus and Windward Community College, credits transferred may be accepted as electives rather than the designation assigned by the original campus. In order to facilitate student mobility in meeting educational goals, courses designated as meeting University of Hawai‘i Community Colleges general education competencies at one campus shall be judged as applicable toward meeting similar competencies at Windward Community College.

2. Transfer of Grade Point Ratio: The student's grade point ratio (GPR) is not transferable to Windward Community College. To obtain a degree, however, a student must have a 2.0 grade-point-ratio including those courses transferred from other campuses within the University of Hawai‘i.

3. Graduation Requirements: Students in undergraduate general and pre-professional classifications who maintain continuous enrollment shall be eligible to graduate under the general education core requirements and major requirements in place at the time of their first enrollment in the University of Hawai‘i System, unless the student chooses to graduate using the requirements of a later catalog.
4. Degree Residency Requirements: To be eligible for an associate degree, 12 credits must be earned at Windward Community College. For an Associate in Science degree, the last 12 credits taken in the area of specialization must be completed at WCC.

5. Transfer of Residency Status: All applicants to any campus of the University of Hawai‘i must complete a residency declaration form and following an evaluation of the information provided, have their residency status officially determined. Students must complete a residency declaration form when they transfer to Windward Community College. Students, however, who have been continuously enrolled at a University of Hawai‘i campus shall have their previous residency status accepted without further inquiry, i.e. students do not have to submit documentation required as part of the original residency determination. If a student possesses a temporary residency status (i.e., exchange student, military exempt) or reports information that is inconsistent with the student’s previous residency status, documentation may be required.

IV. Procedures:

Students who transfer to Windward Community College frequently have completed course work that they wish to have accepted for credit in one or more of the following categories: (1) meeting overall degree requirements; (2) meeting general education “core” requirements, and/or (3) meeting specific major requirements.

a. Transfer of Academic Credit

It is the student’s responsibility to have official transcripts of previous work sent to the Admissions and Records Office. Although Windward Community College has many resources available, including many of the catalogs of colleges and universities across the nation, the student will remain ultimately responsible for providing catalogs, course syllabi, and other supporting documentation if the College is not able to make an evaluation.

1. From within the University of Hawai‘i

Any passing grade earned at a campus within the University of Hawai‘i (including the "D" grade) is acceptable for transfer. Only credits applicable toward the degree sought shall be accepted. A student who changes majors may lose credits previously accepted if those credits no longer apply to the new major.

2. From Regionally Accredited Institutions Outside the University of Hawai‘i

Credits earned with “C” grade or better (CR or similar “PASS” grades are acceptable only if the awarding institution indicates the work is of C-level or better,) in other accredited colleges or universities shall be accepted for credit at Windward Community College if applicable toward the degree sought.

3. From Non-Regionally Accredited Institutions

Windward Community College will generally accept credits only from institutions accredited by regional accrediting commissions. This excludes business colleges, technical schools, Bible colleges, and similar institutions, even though these institutions may be accredited by specialized or professional associations. Students from these institutions may seek credit for their work through the College’s Credit-by-Examination policy or by recommendation of the department chairperson.
B. Articulation of the Curriculum

The standing committees established by the University Executive Policy on Articulation will recommend to the respective campuses those courses that may be used to fulfill general education requirements for students who transfer. Acceptance of these recommendations rests with the receiving campus. In order to respond to the various recommendations for action which may be directed to Windward Community College as part of the University articulation process, the Faculty Senate has designated the academic counselors, who are normally responsible for the evaluation of transcripts for transfer of credits, to implement these recommendations. If a recommendation is considered questionable, advice will be sought from the appropriate department chairperson, curriculum committee, and/or the Faculty Senate. Final authority in disputed instances will rest with the Faculty Senate.

The counselor shall, upon the completion of his/her review of proposed courses and/or programs, make a recommendation for action through the campus Curriculum Committee to the Faculty Senate.

Upon action by the Faculty Senate, the Faculty Senate recommendations will be transmitted to the Provost and recorded in an articulation course book. Notification of action will be transmitted to the University Council for Articulation by the Provost.

V. Effective Date:

This policy is effective August 1, 1995.

Peter T. Quer
Provost