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This Policy is no longer active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.

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ACCEPTANCE OF CREDITS IN TRANSFER
AT WINDWARD COMMUNITY COLLEGE

1. Principles:
   a. Students who have taken courses and earned credits 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.
   b. Windward Community College will generally accept credits only from institutions
      accredited by regional accrediting commissions. This excludes many business
      colleges, technical schools, Bible colleges, and similar institutions, even though these
      institutions may be accredited by specialized or professional associations. Students
      from these latter excluded institutions may seek credit for their work through the
      College's Credit-by-Examination policy or by recommendation of the department
      chairperson after a review of the course syllabus and applicability of course to student's
      program at the college.
   c. Windward Community College will accept credits in transfer:
      1) if the student earned a grade of C or better (CR or similar "PASS" grades are
         acceptable if the awarding institution indicates the work is of C-level or better) OR
      2) any passing grade earned at a campus within the University of Hawai'i.
   d. The student must understand that the acceptance of transfer credits at Windward
      Community College applies only to degrees and certificates at Windward Community
      College. Other institutions, even within the University of Hawai'i, have different
      policies for accepting transfer credits. The granting of transfer credits at WCC in no way
      obligates another institution to accept the same credits or apply those credits in the
      same manner.

2. Procedures:
   a. Windward Community College will accept credits in transfer under the following
      conditions:
      1) If Windward Community College has the same, or a very similar course, the
         transferred credit will be applied specifically toward the WCC course. (For example,
         ENG 101-FRESHMAN COMPOSITION WRITING from Tulane University will be credited as
         ENG 100-EXPOSITORY WRITING for WCC purposes).
      2) IF Windward Community College does not teach the same course, transfer
         credit will be approved whenever possible to fulfill related degree "core"
         requirements or elective options. Whenever the "core" area can be identified,
         transfer credits will be applied to the "core" requirements in that area. Those
         credits in excess of the "core" requirements, or which cannot be identified as to
         "core" area, will be treated as electives. (For example, Spanish 101-102, eight
         credits, from Leeward Community College could fulfill three credits of the
         Communications "core" requirements for the A.A. degree, and five elective
         credits).
The student is advised that all accepted credits will not necessarily apply to every degree/certificate program at WCC. If the student later changes programs at WCC, the transfer credits accepted earlier may not fulfill the requirements in the newly selected program.

3) Only those credits which apply to the student's degree objective will be approved for transfer. (A student must, therefore, declare a major before a transcript evaluation can be made).

a) Generally, for associate degree students, no more than 48 credits will be approved for transfer. If more than 48 credits are accepted, the student is not excused from the policy of completing a minimum of 12 credits at WCC.

b) For A.A. degree students, no credits below the 100-level, and no more than 12 credits of independent study and/or cooperative education credits will be accepted for transfer.

c) Generally, for certificate students, no more than half of the credits required for a certificate may be transferred in from other institutions, and the credits taken at WCC must be the last earned. (Any transfer credits applied to the AMT certificates must be approved by the AMT instructors and the department chairperson).

b. Windward Community College will evaluate credits for transfer for any student granted admission to the College. It is the intent of the College to inform the student in as timely a manner as possible after receiving the official transcript(s), which courses and how many credits are acceptable at WCC. The student will be informed in writing.

For certain disciplines, (for example, Business), where equivalencies of courses may be unclear, the counselors will make a tentative initial determination of the transferability and the faculty in the discipline are asked to review and approve the evaluation.

c. Windward Community College requires official copies of all transcripts be submitted for evaluation and will not officially evaluate transcripts that have been issued to the student ("student copy") or hand-carried by the student. All official transcripts must be mailed directly from the institution where the credits were earned to the Registrar at Windward Community College.

d. The length of time that has passed since the credits were earned is not relevant to the acceptability of the transfer credits to Windward Community College. In some programs, however, where the passing of time may have caused the student's competency to weaken, the student should be advised to repeat courses that will strengthen the competency. This is particularly important prior to enrolling in classes requiring prerequisite skills.

e. Quarter credits will be granted on a course-by-course basis in fractional units as indicated in Appendix A. (For example, a course of 5 quarter hours will receive 3.33 semester hours credits). The total credits earned, however, will be reduced to the whole unit of semester hours. (For example, 25.67 credits will be accepted at WCC as 25 semester hours).

1) The English writing and mathematics requirement at WCC may be fulfilled with a minimum of 3 quarter hours in an acceptable course accepted as 2 semester hours in each area. (Comment: This would be a rarity on transcripts in quarter hours. More common would be the 4 quarter hours course which transfers as 2.67 credits).
2) The WCC "core" requirements must be fulfilled. (For example, 8 quarter credits in humanities accepted at WCC as 5.33 semester hours will not fulfill the 6 credit requirement in that area. The student must take another humanities course).

f. Exceptions to degree requirements at Windward Community College may be made only by the dean of Student Services and must be in writing. (For example, waiving of the lab requirement in science).

g. If a student successfully completes a course at WCC for which he or she has received transfer credit, the WCC credits and grade points will apply, and the transfer credit will be deleted.

h. Although Windward Community College has many resources available, including many of the catalogs of colleges 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. Letters of inquiry to other institutions remain the responsibility of the student.

3. **Effective Date:**

This policy is effective as of August 1, 1995.

[Signature]

Peter T. Dye
Provost