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This Policy is no longer active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
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Kaneohe, HI 96744

www.wcc.hawaii.edu
1. Philosophy:

It is the philosophy of the faculty of Windward Community College to encourage and assist students in obtaining college credits for competencies gained as a result of past educational experiences. Such credits are to be used toward meeting certain certificate or degree requirements of the College. The faculty recognizes that attendance at regularly scheduled college classes is not the only experience by which students develop those competencies (knowledge, discernment, and skills) which are the substance of a college education. Such competencies may be gained through a variety of non-college classroom experiences including independent reading, on-the-job training, advanced high school course work, Armed Services school training, and experiences in business and government.

2. Policy:

It is the policy of the faculty of Windward Community College to award credit to a student who successfully demonstrates by examination that he or she possesses the competencies that a particular Windward Community College course is designed to impart.

   a. College Level Examination Program (CLEP) and Advanced Placement (AP)

      1) The maximum number of credits that may be awarded by CLEP or AP examination shall not exceed 48 credits.

      2) No quality points shall be computed in the student's grade point ratio (GPR). A passing score on a CLEP examination will be recorded as a CR; and the credit shall be recorded as "Advanced Standing" credit on the student's academic transcript.

      3) With an acceptable examination score, students may receive credit for the CLEP or AP exams (see Appendix).

      4) Windward Community College uses the minimum scores of the University of Hawai'i at Manoa. The English score is subject to the review and approval of English faculty before credit is granted.

      5) Additions to the WCC CLEP or AP list are made on the basis of:

         a) recommendation by appropriate WCC instructional staff;
         b) minimum scores recognized for credit by UHM;
         c) development of equivalent courses in the WCC curriculum.
b. Instructor-Developed Examinations

1) Conditions for eligibility:
   a) The student will submit a signed Credit by Examination Request Form, and also list reasons to justify his/her eligibility.
   b) The student will receive prior approval of the department.
   c) The student shall register for and pay the course fee required for each course for which examination is requested.

2) No retakes for the same course will be permitted.

3) A student must complete the request form and register in or add the course. Instructor-developed examination requirements must be met by the last day of instruction for that semester.

4) Results from these examinations will be transmitted to students no later than the last day of the semester in which they were tested.

5) Examination grades recorded on the student transcript will be identified by CR (Credit) or NC (No Credit). A notation will be made indicating that the grade was earned credit by exam and that the only grades given for this purpose are CR/NC.

6) The Office of the Registrar will maintain internal records which are available to the Transfer institution by request.

7) Departments that will consider credit-by-exam are: Business, Humanities, Language Arts, Natural Sciences.

   The credit-by-exam is offered for only selected courses within these departments. See the Department Chairperson for further information.

8) Students must be officially enrolled in at least one other course in the College during the semester in which credit-by-exam is requested.

9) Credit-by-exam will only be offered for the semester in which the class is offered.

3. Effective Date: This policy is effective as of August 1, 1995.

   Peter T. Oyer
   Provost

ATTACHMENT: WCC Form No. 4-8, Credit by Examination Request form
UHM Granting Credit Through CLEP
UHM Advanced Placement Examinations
WINDWARD COMMUNITY COLLEGE

CREDIT BY EXAMINATION REQUEST FORM

STUDENT'S NAME: ____________________________ LAST FIRST MIDDLE

SOCIAL SECURITY NUMBER: _______________________

STEP 1 - STUDENT REQUEST/INSTRUCTOR APPROVAL

STUDENT:

I REQUEST PERMISSION TO OBTAIN CREDIT FOR (COURSE ALPHA/NUMBER) ____________________________ BY EXAMINATION. I UNDERSTAND THAT WHATEVER GRADE I RECEIVE IN THIS EXAMINATION WILL BECOME PART OF MY COLLEGE RECORD. MY REASONS FOR REQUESTING EXAMINATION ARE LISTED ON REVERSE SIDE OF THIS FORM.

DATE: _______________ STUDENT'S SIGNATURE: ____________________________

INSTRUCTOR:

I HAVE DISCUSSED THE ABOVE REQUEST WITH THE STUDENT AND AGREE TO EXAMINE HIM/HER FOR THE COURSE.

DATE: _______________ INSTRUCTOR'S SIGNATURE: ____________________________

STEP 2 - REGISTRATION AND FEE PAYMENT CHECK (VERIFICATION)

STUDENT IS REGISTERED AT WINDWARD COMMUNITY COLLEGE AND HAD PAID ALL OF THE NECESSARY FEES. SEMESTER/YEAR: FALL / SPRING/ SUMMER 19____

DATE: _______________ REGISTRAR'S OFFICE APPROVAL: ____________________________

STEP 3 - INSTRUCTOR EVALUATION

ON (DATE) __________ I EXAMINED THE ABOVE-NAMED STUDENT UPON THE STATED OBJECTIVES OF (COURSE ALPHA/NUMBER) ____________, A ______ CREDIT(S) COURSE, AND SAID STUDENT DEMONSTRATED A LEVEL OF COMPETENCY WHICH JUSTIFIES A GRADE OF __________ (CR OR N). 

DATE: _______________ INSTRUCTOR'S SIGNATURE: ____________________________

STEP 4 - RETURN THIS FORM TO THE ADMISSIONS & RECORDS OFFICE ECKERDT 112

DATE GRADE RECORDED ON STUDENT ACADEMIC TRANSCRIPT: _______________

STAFF INITIALS: ________________ 2514: ________________

DISTRIBUTION OF COPIES: 1 = ADMISSIONS OFFICE
1 = INSTRUCTOR

WCC FORM NO. 4-8
REVISED: 08/01/95
The College-Level Examination Program (CLEP) is offered by the College Entrance Examination Board, which for years has provided testing and guidance services to schools and colleges and to students who proceed from high school to college in the conventional way.

The College Board designed the College-Level Examination Program to serve a variety of purposes. The basic purpose is to enable those who have reached the college level of education in non-traditional ways to assess their achievement outside the classroom through correspondence study, television courses, independent study, on-the-job training and experience, etc., and to use their test results in seeking college credit or placement. In addition, scores on the tests may serve to validate educational experience obtained at a nonaccredited institution or through noncredit college courses.

**General Examinations** - To be eligible for credit, these examinations must be taken before the student has completed 24 semester hours of college level work. Three semester credits at the introductory level will be granted based on the following minimum scores. Specific course equivalents are determined by the college in which the student is enrolled.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>533</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>550</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>546</td>
<td></td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>528</td>
<td></td>
</tr>
</tbody>
</table>

Credits are not granted for the English Composition section of this examination.

**Subject Examinations** - A student who is enrolled at the University of Hawai‘i at Mānoa in a degree-granting college may be granted credit if he or she achieves a score at or above the required score on specific examinations.

<table>
<thead>
<tr>
<th>Subject Examinations</th>
<th>Course Equivalent</th>
<th>Score</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Accounting</td>
<td>Acc 201</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Analysis &amp; Interpretation of Literature</td>
<td>Eng 251-256</td>
<td>55-60</td>
<td>3</td>
</tr>
<tr>
<td>Calculus with Elementary Functions</td>
<td>Math 205</td>
<td>47</td>
<td>3</td>
</tr>
<tr>
<td>General Biology (Objective &amp; Essay)</td>
<td>Biol 171 &amp; 172</td>
<td>52</td>
<td>8</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>Chem 151</td>
<td>49-54</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Chem 171</td>
<td>55</td>
<td>4</td>
</tr>
<tr>
<td>Microeconomics, Introductory</td>
<td>Econ 130</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics, Introductory</td>
<td>Econ 131</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Psychology, Introductory</td>
<td>Psy 100</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>Psy 240</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Sociology, Introductory</td>
<td>Soc 100</td>
<td>51</td>
<td>3</td>
</tr>
</tbody>
</table>

Scores will be evaluated for credit by the Office of Admissions and Records on the basis of whatever criteria is currently in effect.

Procedures governing registration and test administration will be conducted by the Center for Student Development under the jurisdiction of the Educational Testing Service.

For test results, write to: College Board, Box 1822, Princeton, New Jersey 08541 - Attn: CLEP Transcript Service.

(Subject to change without prior notice.)
ADVANCED PLACEMENT EXAMINATIONS

The University of Hawaii at Manoa will grant the following waivers and/or credits on the basis of the CEEB Advanced Placement Examinations.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>SCORE</th>
<th>WAIVER AND/OR CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART HISTORY</td>
<td>1 - 4</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>3 credits for Art 101</td>
</tr>
<tr>
<td>ART STUDIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gen Portfolio</td>
<td>1 - 4</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>3 credits for studio depending on portfolio</td>
</tr>
<tr>
<td>Drawing Portfolio</td>
<td>1 - 4</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>3 credits for Art 113</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>6 credits for Biol 171 &amp; 172 (waiver of labs to be determined by department interview).</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3 credits for Chem 151</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3 credits for Chem 161</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>4 credits for Chem 171</td>
</tr>
<tr>
<td>COMPUTER SCIENCE A</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3 - 5</td>
<td>4 credits for ICS 111 and 111L</td>
</tr>
<tr>
<td>COMPUTER SCIENCE AB</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>4 credits for ICS 111 and 111L</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>7 credits for ICS 111, 111L and 211</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>3 credits for Econ 131</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>3 credits for Econ 130</td>
</tr>
<tr>
<td>ENGLISH - Lang &amp; Comp</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>3 credits for Eng 100</td>
</tr>
<tr>
<td>ENGLISH - Lit &amp; Comp</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>3 credits for one sophomore literature course (Eng 250-257)</td>
</tr>
<tr>
<td>EUROPEAN LANGUAGES &amp; LITERATURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Language</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>3 credits for Fr 202</td>
</tr>
<tr>
<td>French Literature</td>
<td></td>
<td>None</td>
</tr>
</tbody>
</table>
### ADVANCED PLACEMENT EXAMINATIONS

The University of Hawaii at Manoa will grant the following waivers and/or credits on the basis of the CEEB Advanced Placement Examinations:

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<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>ART HISTORY</td>
<td>1 - 4</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>3 credits for Art 101</td>
</tr>
<tr>
<td>ART STUDIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gen Portfolio</td>
<td>1 - 4</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>3 credits for studio depending on portfolio</td>
</tr>
<tr>
<td>Drawing Portfolio</td>
<td>1 - 4</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>3 credits for Art 113</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>6 credits for Biol 171 &amp; 172 (waiver of labs to be determined by department interview)</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3 credits for Chem 151</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3 credits for Chem 161</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>4 credits for Chem 171</td>
</tr>
<tr>
<td>COMPUTER SCIENCE A</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3 - 5</td>
<td>4 credits for ICS 111 and 111L</td>
</tr>
<tr>
<td>COMPUTER SCIENCE AB</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>4 credits for ICS 111 and 111L</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>7 credits for ICS 111, 111L and 211</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>3 credits for Econ 131</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>3 credits for Econ 130</td>
</tr>
<tr>
<td>ENGLISH - Lang &amp; Comp</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>3 credits for Eng 100</td>
</tr>
<tr>
<td>ENGLISH - Lit &amp; Comp</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>3 credits for one sophomore literature course (Eng 250-257)</td>
</tr>
<tr>
<td>EUROPEAN LANGUAGES &amp; LITERATURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Language</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>3 credits for Fr 202</td>
</tr>
<tr>
<td>French Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>None</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>Subject</th>
<th>Score Range</th>
<th>WAIVER AND/OR CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>EUROPEAN LANGUAGES &amp; LITERATURE (continuation).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3 credits for Ger 202</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>3 credits for Ger 305</td>
</tr>
<tr>
<td>Latin Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vergil</td>
<td>1 - 4</td>
<td>None</td>
</tr>
<tr>
<td>Catullus-Horace</td>
<td>1 - 4</td>
<td>None</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3 credits for Span 202</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>3 credits for Span 301</td>
</tr>
<tr>
<td>European Literature</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>GOVT &amp; POL - US</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3 - 5</td>
<td>3 credits for PolS 130</td>
</tr>
<tr>
<td>GOVT &amp; POL - COMP</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3 - 5</td>
<td>3 credits for PolS 110</td>
</tr>
<tr>
<td>HISTORY - US</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>6 credits for Hist 281-282</td>
</tr>
<tr>
<td>HISTORY - EUROPEAN</td>
<td>1 - 3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>6 credits for Hist 231-232*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Must complete Hist 151-152 to satisfy World Civ requirement.</td>
</tr>
<tr>
<td>MATH - Calculus AB</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Waive without credit Math 205</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>3 credits for Math 205</td>
</tr>
<tr>
<td>MATH - Calculus BC</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3 credits for Math 205</td>
</tr>
<tr>
<td></td>
<td>4 - 5</td>
<td>6 credits for Math 205 and 206</td>
</tr>
<tr>
<td>MUSIC THEORY</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3 - 5</td>
<td>3 credits for Mus 108</td>
</tr>
<tr>
<td>MUSIC LISTENING &amp; LIT</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3 - 5</td>
<td>3 credits for Mus 105</td>
</tr>
<tr>
<td>PHYSICS B</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>3 - 5</td>
<td>8 credits for Phys 151 &amp; 151L, 152 &amp; 152L</td>
</tr>
<tr>
<td>PHYSICS C</td>
<td>1 - 2</td>
<td>None</td>
</tr>
<tr>
<td>Part 1 Mechanics</td>
<td>3 - 5</td>
<td>5 credits for Phys 170 &amp; 170L</td>
</tr>
<tr>
<td>Part 2 Elec. &amp; Magnetism</td>
<td>3 - 5</td>
<td>4 credits for Phys 272 &amp; 272L</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>3 - 5</td>
<td>3 credits for Psy 100</td>
</tr>
</tbody>
</table>

(Subject to Change)