WCC Policies and Procedures

Title: Acceptance of Credits in Transfer
(Formerly Policy Guideline No. 4-2)

Reference:

1. Board of Regents Policy Chapter 5, Section 13
   http://www.hawaii.edu/offices/bor/policy/borpch5.pdf

2. E5.209 University of Hawaii System Student Transfer and Inter-Campus Articulation, August 26, 2006
   http://www.hawaii.edu/svpa/ep/e5/e5209.pdf

3. WCC Policy Guideline No. 4-2 (Old printed Policy and Procedures Manual), August 1, 1995

4. WCC Policy Guideline No. 4-19 (Old printed Policy and Procedures Manual), August 1, 1995

5. Policy on Transferring “D” Grades from Institutions Outside the University of Hawaii System
   Memo dated March 18, 2003

6. WCC Faculty Senate Minutes dated March 19, 2002

7. Modification to CCCM 6004 – Academic Credentials: Degrees and Certificates Memo dated
   January 21, 2003


9. CCCM #6004 Academic Credentials: Degrees and Certificates, February 1, 2002

10. Council on Postsecondary Accreditation (COPA), the American Association of Collegiate
    Registrars and Admission Officers (AACRAO), and the American Council of Education (ACE),
    Joint Statement of Transfer and Award of Academic Credit, September 28, 2001 Refer to E5.209
    pages 14-17.

Background and purpose:

The purpose of this policy is to establish the guidelines for the Acceptance of Credits in Transfer to
Windward Community College (WCC).

E5.209 has set general parameters for the UH System to follow and this policy is intended to further
clarify E5.209 as it relates to WCC. This document will also serve to consolidate the information from
the various documents.

Authority:
Counselors and Vice Chancellor of Student Affairs

Definitions/categories:

1. Official Transcript – Transcript that is sent from originating campus to WCC’s Admissions &
   Records.
Procedures:

1. 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 WCC. In general, only degree-seeking students will want to have prior work evaluated.

2. It is the student's responsibility to have official transcripts of previous work sent to the Admissions and Records Office. Although WCC 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. Letters of inquiry to other institutions remain the responsibility of the students.

3. WCC will generally accept credits only from institutions accredited by regional accrediting commissions. This includes 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 the course to the student's program at the College. (4-19 p.2 III.b.3.)

4. Credits earned within the University of Hawaii 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 established in the University of Hawaii Executive Policy E5.209. No WI courses will transfer from outside the UH System.

5. WCC will accept credits in transfer if the student earned a grade of D (not D-) or better (CR or similar “PASS” grades are acceptable if the awarding institution indicates the work is of D level or better).
   a. If a transfer student has earned a “D” in a course that serves as a program or course prerequisite and the WCC program/course requires the completion of the prerequisite course at the “C” or higher level, the student will have to take and complete the WCC prerequisite course and earn the required grade before proceeding to the next stage of the course/program.

6. 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 Hawaii, have different policies for accepting transfer credits. The granting of transfer credits at WCC in no way obligates another institution to apply those credits in the same manner.

7. Windward Community College will accept credits in transfer under the following conditions:
   a. If WCC 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.)
   b. If WCC does not teach the same course, transfer credit will be approved whenever possible to fulfill related degree “core” (Foundation/Diversification) 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.
c. Not all accepted credits will 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.

d. 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.)

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

2) For Associate in Arts 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.

3) 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.

8. Windward Community College will officially evaluate credits only for 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 request for transcript evaluation and the official transcript(s) regarding which courses and how many credits are acceptable at WCC. Applicants’ transcripts will be evaluated after the 2nd week of the semester. Continuing students will be processed after the request and the transcripts are received at A&R. The student will be informed in writing.

   When necessary, the counselors will consult a faculty member in the discipline for a recommendation before completing the evaluation.

9. 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”).

10. 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 become outdated, the student may be advised to repeat courses that will update and strengthen the competency. This is particularly important if enrolling in classes requiring prerequisite skills.

11. Quarter credits will be granted in a course-by-course basis 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).

   a. The Written Communication, Symbolic Reasoning, Oral Communication, requirement at WCC may be fulfilled with a minimum of 3 quarter hours in acceptable course accepted at 2 semester ours 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.)

   b. The Global & Multicultural Perspectives; Arts, Humanities & Literature; Natural Sciences; and Social Sciences 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.)
12. Exceptions to degree requirements at Windward Community College may be made only by the Vice Chancellor of Student Affairs and must be in writing. (For example, waiving of the lab requirement in science.)

13. If a student successfully completes a course at WCC for which he or she has received a transfer credit, the WCC credits and grade points will apply, and the transfer credit will be not be applied toward the WCC degree.

14. In general, only the needed number of elective credits will be accepted in transfer. (For example, if a student has earned 30 credits that will be counted toward elective credits, only 27 credits will be accepted because the current AA degree has only 27 elective credits. This would save the evaluator the time of reevaluation if the student were to take needed core classes at another campus.

15. In general the courses used to fulfill degree requirements will be lower division courses numbered 100- and 200-level. However, upper division credits, 300- and <00-level, may be used toward graduation.

16. Evaluation resources such as the American Council on Education (ACE) guides will be consulted, but the College reserves the right to reject recommendations from such sources.

Timeline: Processing of transcripts may be about 2-5 weeks once the evaluator receives the transcripts.

Exclusion: None.

Responsibilities: Counselors and WCC Vice Chancellor of Student Affairs

Effective date: Fall 2012

Revised date: The Counselors and WCC Vice Chancellor of Student Affairs will revise as needed.

ACTION RECOMMENDED

It is recommended that the Chancellor authorize the Acceptance of Credits in Transfer policy.

[Signature]

Approve

[Signature]

Disapprove

Date

5/22/12

Doug Dykstra
Chancellor, Windward Community College