MEMORANDUM

To: Doug Dykstra
Chancellor, Windward Community College

From: Patti Chona
Counselor

ACTION REQUESTED
It is requested that the Acceptance of Credits in Transfer, as modified in November 16, 2013 and approved by Faculty Senate at the February 4, 2014 meeting, be implemented.

ADDITIONAL COST
No additional costs to the college are associated with this request.

RECOMMENDED EFFECTIVE DATE AND IMPLEMENTATION PLAN
Fall 2014

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

BACKGROUND
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.

CONSISTENCY WITH OTHER POLICIES
The Director of Planning and Program Evaluation verifies that the policy does not conflict with the University of Hawai‘i policies and other relevant policies and regulations.

ACTION RECOMMENDED
It is recommended that the Chancellor authorize the implementation of the policy.

Approve / Disapprove

Doug Dykstra
Chancellor, Windward Community College

AUG - 1 2014

Date
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.

11. American Veterinary Medical Association (AVMA)
    https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Programs/Pages/
    default.aspx

12. UHCCP 5.208 Residency for Graduation
    pdf

13. UHCCP 5.302 Prior Learning Assessment Program
    http://uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP_5.302Prior_Learning_Assessment
    _Program.pdf
**Background and purpose (Introduction)**: Explain the need and purpose of the new policy/procedure.

The purpose of this policy is to state 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**: Who holds the ultimate authority over implementation of this policy or procedure?

Counselors and Vice Chancellor for Student Affairs.

**Definitions/categories**: If any specific terms or categories are used, please clearly define them here.

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

**Procedures**: Clearly describe all procedures involved.

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 choose to have prior work evaluated.

2. It is the student’s responsibility to have official transcripts of previous work sent to the Admissions & 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 course 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 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 and/or Prior Learning Assessment policies 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.

   a. WCC will generally accept credits only from institutions accredited by the American Veterinary Medical Association (AVMA) to be applied to the Certificate of Achievement in Veterinary Assisting and the Associate in Science in Veterinary Technology. A faculty member in the department may be consulted to determine the suitability of courses for transfer. Although credits may be granted for skills-intensive classes, WCC will require that the student provide documentation of the completed skills.
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. All credits earned from each sending institution on a transcript will be evaluated. If the sending institution has evaluated transcripts from another post-secondary institution, these credits will not be evaluated by WCC. The student is required to send original transcripts from each post-secondary school.
      1) If more than 48 credits are accepted, the student is not excused from the policy of completing a minimum of 12 credits at WCC that are applicable to the Associate degree and at least 50% of the required courses for the certificates.
8. Windward Community College will officially evaluate credits only for students 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 electronically or via hard copy.

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.

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 using 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 which is the equivalent to 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 2.66 credits.)

   b. The Global & Multicultural Perspectives; Arts, Humanities, & Literature; Natural Sciences; and Social Sciences credit 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.)

   c. For the Certificate of Achievement in Veterinary Assisting and the Associate in Science in Veterinary Technology deficits in credit hours earned for similar classes offered through WCC may require repeating a course at the discretion of a faculty member in the department.

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 not be applied toward the WCC degree.

14. In general the courses used to fulfill degree requirements will be lower division courses numbered 100- and 200-level. However, certain upper division credits, 300- and 400-level, may be used toward graduation.
15. 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 take 2-5 weeks once the evaluator receives the transcripts.

**Exclusion:** None.

**Responsibilities**: Counselors and WCC VCSA

**Effective date**: Fall 2014

**Revised date**: February 4, 2014

*: Required fields
# Windward Community College
University of Hawaii

## Quarter Credit Conversion to Semester Credit

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<th>Quarter Credits</th>
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Quarter Credit X 0.667 = Semester Credit