

Procedure for transferring back credits from a UH Community College when there is no Memorandum of Agreement

College of Languages, Linguistics, and Literature

Background: Kapiolani, Kauai, Leeward Community Colleges and UH-Manoa have been operating under a memorandum of agreement regarding the awarding of back credits: Back credits issued by UH-Manoa and Kapiolani/Kauai/Leeward Community College are mutually transferable (e.g., If a student who had earned 12 back credits at Kapiolani transferred to Manoa, the same number of back credits are automatically transferred to Manoa and vice versa). With other community colleges such as Maui and Windward, Manoa does not have such an agreement. Therefore, requests to transfer back credits from these colleges need to be considered case-by case.

Procedure: The procedure to transfer back credits from Maui or Windward Community College is as follows:

1. The student who wishes to transfer back-credits will contact the department advisor who is in charge of back credits.

-EALL advisor: Ashida Todd [tashida@hawaii.edu, 956-2066]

-LLEA advisor: Merle Kawabata [fadil@hawaii.edu, 956-4187]

-IPLL advisors: Sandra Takeo/Brandy Ader [stakeo@hawaii.edu/brandyb@hawaii.edu, 956-8672]

2. The advisor will have appropriate faculty in the department evaluate course equivalency (e.g., Japanese 202 at Maui is equivalent to Japanese 201 at Manoa).
3. Based on the evaluation, the advisor will prepare a petition memo to transfer back credits to Manoa, which should be signed/approved by the department chair.
4. The advisor will send the original memo to June Nii (admissions officer) and a copy to the LLL Associate Dean.