

TRANSFER CREDIT POLICY

Honolulu Community College (HCC) thoroughly and comprehensively evaluates transfer credits to ensure a student's smooth transfer of credits and to ensure applicability to the student's program. Requests for transfer credit not specifically covered by this policy will be handled on a case-by-case basis.

Expected student learning outcomes (SLO)s of the course should be the basis of all transfer decisions. HCC will refrain from creating artificial barriers that inhibit the transfer of credit from one institution to another by concentrating on student learning outcomes. A course does not have to exactly match the title, number, course descriptions, outlines/syllabi or SLOs to be eligible for transfer credit. Generally, the College will accept a course if at least 70% of the SLOs match a comparable HCC course although some disciplines may require a higher percentage. In some cases, a pair or group of courses from one program or institution may transfer as meeting the requirements of a pair or block of HCC courses. In instances where course information does not include SLOs, a faculty member of the discipline will use appropriate professional criteria to determine whether or not the course should be accepted as equivalent.

While transfer coursework is not calculated directly into the HCC Cumulative Grade Point Average (GPA), transfer courses with a "D" grade may be accepted as long as the cumulative GPA of all applicable transfer courses from that institution is a 2.0 or higher. This is to ensure that at the point of graduation, students meet the appropriate HCC graduation standards.

If transfer students have earned a "D" grade in courses that serve as an HCC program or course prerequisite and that program/course requires the completion of the prerequisite course at a "C" or higher level, students must take and complete the HCC prerequisite course and earn the required grade before proceeding.

Transfer Credits and Articulation Agreements

Transfer courses from the UH System which are included in UH system articulation agreements will be accepted in transfer.

Procedures to Transfer Credits

The student must request that an official transcript of all coursework taken at a non-University of Hawaii (UH) system institution be sent directly to HCC Records Office. Comprehensive course information is important for a thorough assessment of courses; therefore, course descriptions and preferably course outlines/syllabi and student learning outcomes (SLOs) must be provided for out-of-state institutions. UH System transcripts with records from 1987 to present should not be sent to HCC as such records are accessible through the UH student information system.

Once enrolled in HCC classes, students must complete a Transcript Evaluation Request Form and submit the form to the Records Office. Students will be notified that their courses have transferred and those courses will be posted to students' HCC transcripts after completion of coursework at HCC.

The Records Office will verify the official transcripts then send the transcripts to the appropriate program counselor for evaluation.

If a transfer course has been previously approved for transfer from that institution, the transfer courses are automatically granted within the same general education or program area.

If a transfer course has not been previously approved for transfer from that institution, the counselor prepares a Request for Articulation Form and attaches the course information and forwards the Request Form to the faculty member responsible for the discipline or program.

A faculty member in the discipline decides whether the course will be accepted for transfer credit and the status of the transfer credit e.g. meeting specific general education requirement, program requirement, or elective credit and completes, signs, and returns the Request Form to the counselor.

The transfer course is then entered into the Transfer Database so future students transferring from the same institution will receive the designated credit.

Approved:

Chancellor

Date

