



**UNIVERSITY OF HAWAII
MEMORANDUM OF UNDERSTANDING**

**Between the University of Hawai'i-West O'ahu
and
Honolulu Community College**

**A Degree Pathway Partnership Agreement
A Dual Admission and Dual Enrollment Program**

This memorandum of understanding (MOU) summarizes an agreement between the University of Hawai'i-West O'ahu (UHWO) and Honolulu Community College (HonCC) to promote cooperative, successful undergraduate educational experiences for students who attend both institutions. We are entering into this agreement to better serve students and to provide all students with the information they need to transfer successfully from one institution to the other to complete their academic goals. This agreement applies to students who are admitted to programs for which articulation agreements have been established between UHWO and HonCC.

Purpose and Goals

The goals of this partnership are to:

1. Use resources at both institutions more efficiently and effectively to focus on transfer issues.
2. Provide student access to, and to promote success in certificate and degree opportunities through UHWO and HonCC for students in career and technical education and liberal arts programs.
3. Establish responsibilities for each campus for the development, delivery and assessment of the Degree Pathway Partnership Agreement and programs established by specific articulation agreements.
4. Establish responsibilities for student recruitment, academic advising and support to make the process of moving from one campus to the next as smooth as possible.
5. Expand student options for college-level success and curriculum by expanding on-campus services from UHWO and HonCC.

Program Notification

Representatives from the Offices of the Vice-Chancellor for Academic Affairs at UHWO and HonCC will:

1. Identify high student interest programs on each campus that might benefit from an articulation agreement and work with the faculty in these programs to develop

curricular suggestions and advising materials to facilitate transfer between the two institutions.

2. Identify faculty members in each selected program on each campus who will coordinate and serve as the advisor for students considering transfer programs.
3. Establish an advising network to facilitate between the two institutions. The advising network, overseen by the Dean of Students or his/her designee at HonCC and the Vice Chancellor for Student Affairs or designee at UHWO, will include advisors/counselors at each campus.

Recruitment and Admission

This degree partnership is a dual admission and dual enrollment program for students pursuing their first four-year undergraduate degree who are accepted at UHWO but choose to begin their degree at HonCC. Eligibility for UHWO is determined by two sets of criteria:

1. **Students who are eligible for acceptance at UHWO upon admission.** Students who are eligible for acceptance at UHWO upon admission as a first year student to UHWO may choose to be accepted at UHWO, pay the application fee, but declare HonCC their home institution and take applicable courses at HonCC. These students will follow the program requirements for the catalog year they were accepted to UHWO as long as they make academic progress (not on probation or suspended) and do not have a break in enrollment.
2. **Students eligible for acceptance at UHWO upon transfer.** Students may be accepted to UHWO via the transfer process (earn 24 college credits and minimum 2.0 GPA), but once accepted may choose to continue taking classes at HonCC as their home institution. Transfer requirements are unchanged from current policies, but once admitted, students need not go through any subsequent application or approval process on the condition that they maintain a minimum 2.0 GPA for all 100+ level coursework and are continuously enrolled at either HonCC or UHWO.
 - a. Once the program articulation has been completed, students at HonCC will be eligible for access to academic advising at UHWO and degree audits to plan future course taking. A UHWO Admissions Specialist will also be identified to work specifically with HonCC students on admission and transfer issues.
 - b. Recruitment of students will be the responsibility of both institutions; however, UHWO will have access to all applicable HonCC student contact information (i.e., e-mail addresses, mailing address, phone number) to share information regarding curriculum development and transfer policy requirements.
 - c. Students will select their program upon formal acceptance to the dual admission and dual enrollment program. These students are dual-enrolled and thus will not need to be prorated for General Education and Focus requirements when transferring between campuses. Students who decide to graduate with a catalog year other than the year assigned on acceptance to the dual admission and dual enrollment program will be subject to prevailing UHWO catalog rights and policies.

Articulation and Advising

1. The management of the dual admission and dual enrollment program and resulting articulation agreements between the two institutions will be coordinated through the Chief Academic Officers or their designees at each institution.
2. Students admitted under the dual admission and dual enrollment program will be offered advising by the faculty member identified as responsible for coordinating the program on the HonCC campus so that they can design a course of study to complete the agreed upon relevant prerequisite and General Education/Focus courses prior to transfer to UHWO.
 - a. Issues relating to articulation, class content, or other curricular matters will be resolved by the Chief Academic Officers or their designees at each institution in consultation with departments and faculty and in keeping with policies and procedures.
 - b. Students admitted under the dual admission and dual enrollment program will be afforded e-mail access or other contact information to the faculty member coordinating the program on the UHWO campus. Major departments at both campuses will receive lists of their majors by the end of the third week of the semester; lists of majors will include and identify all dual admission and dual enrollment students. Divisions and/or concentrations will include dual admission and dual enrollment students in all departmental communication and events.
 - c. Using MyUH Portal, HonCC students under the dual admission and dual enrollment program will be able to register for UHWO courses during UHWO's continuing students' registration period for the semester in which they transfer to UHWO; once at UHWO, they will continue to register with their UHWO class.
 - d. Students admitted under the dual admission and dual enrollment program will be flagged in Banner by UHWO's Admissions Office to facilitate the tracking and monitoring of these students as they progress through their program.
 - e. Students admitted under the dual admission and dual enrollment program will be subject to all UHWO's General Education, graduation, college and program-specific degree and major requirements.
 - f. Dual admission and dual enrollment students will be encouraged to engage fully in the educational experience offered at each campus and will have the benefit of UHWO's advising initiatives, including regular advising and timely declaration of major.
 - g. Academic support services will be provided by students' primary campus.
 - h. UHWO and HonCC agree to share access and dissemination of student data to appropriate staff, faculty and administrative units. Data to be shared includes, but not limited to, enrollment, pre-admission advising, academic advising, matriculation and graduation statistics.

Program Benefits

1. Students admitted under the dual admission and dual enrollment program will be eligible to apply for scholarships and grants offered to UHWO students upon transfer to UHWO.
2. Students admitted will be afforded the same privileges afforded all first year transfer students.

3. Students admitted under the dual admission and dual enrollment program will be eligible for on-campus academic advising by a UHWO Student Services advisor who will work closely with students at HonCC.
4. Dual admission and dual enrollment program students will have met all entry criteria and will be pre-approved to take UHWO courses in the degree programs they identified. Upon transfer to UHWO, and officially declaring UHWO their primary campus, dual admission and dual enrollment program students will be eligible for Financial Aid from UHWO.
5. Upon transfer to UHWO, dual admission and dual enrollment students will have access to UHWO services.
6. For purposes of access to library materials at both institutions, students admitted under the dual admission and dual enrollment program will be coded in the library users database as being enrolled in both institutions.

Marketing

Promotional plans and materials will be subject to approval by each institution.

Implementation

Chief Academic Officers and/or designees of both campuses will form and oversee a representative committee to work out the details and implementation of this agreement.

Program Evaluation

1. Chief Academic Officers and/or designees will monitor curricular alignment of courses, define and implement measures of assessment, and impact on student success.
2. UHWO will be responsible for the baccalaureate accreditation review/self-study, with input from HonCC.

Terms & Termination

1. This agreement shall not create any rights in any third parties, specifically any students participating in the program. The only parties to this agreement are UHWO and HonCC.
2. The terms of the agreement are subject to prevailing University policies.
3. Amendments to this agreement must be in writing and approved by the designated representative of each institution.
4. Either party may terminate this agreement for cause by giving written notice to the designated representative at least 90 days prior to the commencement of a new academic term.

Approvals

University of Hawai'i West O'ahu

Signature Redacted

Gene I. Awakuni
Chancellor

Signature Redacted

Joanne Itano
Interim Vice Chancellor for
Academic Affairs

Signature Redacted

Susan Nishida
Interim Dean of Students

Honolulu Community College

Signature Redacted

Ramsey Pedersen
Chancellor

Signature Redacted

Erika Lacro
Interim Vice Chancellor for
Academic Affairs

Signature Redacted

Sandy Matsui
Dean of Students

Date: 5/19/08