I. Purpose (no change, minor editing)

To carry out the intent of the Board of Regents’ policy to make the student transfer experience as simple and predictable as possible (Board of Regents Policy 5.214).

To provide guidelines for transfer within the UH system, including (1) the principles and assumptions that provide the framework for the policy, (2) the transfer and applicability of academic credit, including acceptance of the UH Associate in Arts degree as fulfilling UH baccalaureate admission and general education core (foundations/diversification or basic/area) requirements, (3) the transfer of students, (4) articulation of courses and programs, (5) lead responsibilities, and (6) related policy issues

II. Definitions (new)

Articulation – agreements that guide the transfer of students and typically address the transfer of credit, specific courses, packages of courses, and related academic requirements.

Transfer – the process of moving academic credits from one postsecondary institution to another. Students may transfer vertically (two-year to four-year), horizontally (two-year to two-year) or in reverse (four-year to two-year).

III. Executive Policy

A. Principles and Assumptions (minor editing, moved L. Program-Specific Articulation and Documentation, a portion of M. Coordination and Communication and O. Students in Progress from Principles and Assumptions to Policy sections)
1. Functioning as a System. UH is a comprehensive statewide higher education system offering instruction in a variety of programs located at campuses on each of the major islands of the state. UH is committed to functioning effectively as a system. This requires facilitating the informed and transparent transfer of students who desire to move among the various campuses, colleges, and schools of the UH system in order to meet their educational objectives. UH campuses are required by Board policy to eliminate unreasonable barriers to transfer (see BOR Policy 5.214).

2. Mission Differentiation. The higher education needs and desires of the people of Hawai‘i vary considerably and the contributions the UH campuses make toward satisfying those needs and desires vary as well. The distinct contributions that campuses make toward meeting the educational needs of the state of Hawai‘i require that campuses offer courses and course selections aligned with these functions and that they employ admission and transfer criteria consistent with their distinct functions. For students wishing to transfer efficiently throughout the system, effective advising and counseling regarding such distinctions are essential.

3. Dynamic Academic Environment. An institution’s curriculum is not a static entity; as fields of study evolve, courses and degree programs are constantly being refined and changed. In addition, UH programs and departments maintain active assessment processes intended to inform curriculum management. A natural byproduct of regular assessment and curriculum management is an academic environment characterized by frequent change.

4. Focus on Transparency. In order to facilitate informed and transparent transfer of students across a dynamic academic system, communication among programs and departments across the system must be regular and thorough. Accurate information about campus, college, degree and major requirements for each campus must be readily accessible to students, faculty, counselors and advisors across the system. Likewise, advising and counseling services on all campuses must be kept updated of programmatic requirements across the University of Hawai‘i system.

5. Campus Responsibility for Curriculum. Within the provisions of Board of Regents and University executive policies, each UH campus has the authority and responsibility to determine its own curriculum, degree requirements, and related academic policies, and to ensure the integrity of its campus-based credentials. As a result, the curricula of UH campuses and colleges are a reflection of the wide variety of available programs of study and the knowledge, skills, interests and educational philosophy of their faculty, staff, and administration.
6. School and College Responsibility for Degree Requirements. Campuses across the UH system are not monolithic structures. Campuses are characterized by confederations of schools, colleges, and degree programs frequently with entrance and graduation requirements unique to their programs of study. Accordingly, student transfer is best understood as movement between schools, colleges, and degree programs rather than between campuses.

7. Role of Articulation. Articulation is a complex matter and must involve faculty, staff, and administration. A primary purpose of articulation is to facilitate transfer of students and credits from one UH campus to another, one college to another, and one degree program to another, to meet core, major, degree or graduation requirements. Articulation policies and agreements are essential for a University system of campuses that operates with decentralized authority over curricula content and shared responsibility for academic policies. Such policies and procedures assist in the smooth progression of students toward degree programs in an environment of evolving curriculum requirements. Articulation policy and practice must be implemented in a way that is fair to students and ensures ample time for consultation with all UH campuses prior to substantive changes.

8. Accreditation and Guidelines for Good Practice. UH system and campus policies and practices for the transfer of students and credits will conform to professional and regional accreditation standards (WSCUC, ACCJC) and, insofar as possible, will be consistent with the Joint Statement on Transfer and Award of Academic Credit adopted by the Council on Postsecondary Accreditation (COPA), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the American Council on Education (ACE) http://www.acenet.edu/news-room/Documents/2001-Joint-Statement-on-Credit.pdf

9. General Education. Campuses’ overall plans for general education are adopted by the Board of Regents. The intent is to ensure overall coordination of general education across UH campuses. All general education and core requirements shall be approved by the Board and any changes in concept or principle must receive prior Board approval (BOR Policy 5.213).

   Campus general education requirements are developed cooperatively by faculty and administrators. Changes that are consistent with the overall plan for the campus are approved by its chancellor after consultation with the Council of Chancellors.

10. Faculty Involvement. Faculty will be directly involved in the process of course/program articulation since they are most knowledgeable as to what constitutes degree-level competencies and comparable course work.

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11. Transfer Advising. Appropriate and timely academic advising is essential for all students and is particularly critical for students with baccalaureate degree goals who begin their careers at UH Community Colleges.

12. Coordination and Communication. Proposed changes in general education or degree requirements and other academic policies at one campus, college or program which affect students transferring from other UH campuses must involve prior consultation with faculty and administrators affected by the changes. Consultation implies timely and active discussion with all affected parties prior to a final decision on the proposed change.

13. Student Responsibilities. Smooth and informed transfer can only be effective with the active involvement of the student. Information is available and students must be willing to avail themselves of that information. As active partners in the advising process, students are expected to seek out information regarding programs/majors, create an educational plan, and see an advisor/counselor regularly for academic advising.

B. Transfer of Courses and Credits

1. UH Associate in Arts (AA) Degree (reordered, no policy change)
   a. The AA degree is accepted as fulfilling lower division general education core (basic/area or foundations/diversification) requirements at all UH baccalaureate degree-granting institutions.

   1) In the rare case when the credits associated with a course fulfilling a general education requirement are not accepted for transfer by a receiving campus, the requirement is still considered to have been met.

   2) The AA fulfills lower division general education core (basic/area or foundations/diversification); however, students who transfer from one UH campus to another must satisfy the general education, program, degree and graduation requirements of the campus from which they wish to graduate.

2. General Education Core Requirements (new, from GE MOA)
   a. Completion of general education core requirements (foundations/basic and diversification/area requirements) at one UH campus before transferring will be considered upon transfer to have satisfied the general education core requirements at any UH campus. Fulfillment of the general
education core will be verified by the campus at which the student completed the requirements.

b. Foundations/Basic Requirement. Students with a Fall 2011 or later core year and who have completed the general education foundations/basic requirement at one UH campus before transferring will be considered upon transfer to have satisfied the general education foundations/basic requirement at any UH campus.

c. Diversification/Area Requirement. Students with a Fall 2011 or later core year and who have completed the general education diversification/area requirement at one UH campus before transferring will be considered upon transfer to have satisfied the general education diversification/area requirement at any UH campus.

d. Course Designations

1) Foundations Requirements (new, from Foundations Operating Guidelines)
   
   i. Each campus who is a member of the Multicampus Foundations Board approves its own courses for Foundations designations.

   ii. Are governed by a Multicampus Foundations Board who

      a) Is responsible to maintain the integrity of campus-to-campus articulation of Foundations courses through procedures that ensure that these courses meet the agreed upon hallmarks;

      b) Conducts annual reviews of approved campus Foundations programs;

      c) Consists of chairs of the campus Foundations Boards, or its equivalent, from the participating campuses;

      d) Selects a chair to serve a two-year term.

   iii. The Office of the Vice President for Academic Planning and Policy (OVPAA) arranges for regular meetings of this Board.

2) Diversification/Area Requirements (new, from GE MOA)

   i. UH courses with diversification/area or equivalent designations that transfer to another UH campus are accepted with the sending campus’ designation.

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ii. A single course at any one institution can carry only one diversification/area designation, with the exception of a four-credit course with an embedded laboratory.

iii. Each campus will review its diversification/area designation criteria at least once every five years to ensure that its diversification/area categories and designation criteria remain consistent with those of other UH System campuses, and will share this information with all other UH campuses.

iv. Each campus will review each course’s diversification/area designation at least every five years, and will also make this information available to all campuses. The cross-campus transparency of this review will ensure that the course’s content and disciplinary methods remain consistent with its diversification/area or equivalent categorization.

3. Writing Intensive (W) Courses *(reordered, no change to policy)*

   a. Classes duly designated as Writing Intensive (W) on any campuses within the UH system and numbered 100 - 499 are recognized as fulfilling W requirements on all campuses within the system.

   b. This policy applies even in the rare case when a receiving campus does not accept the credit hours associated with a W class. (The W designation is determined in accordance with the articulation process established and promulgated as *Procedures and Policies for University of Hawai‘i Writing-Intensive Programs to Provide for Inter-Campus Articulation of Writing-Intensive Course Designations, April 1988*).


   a. Classes duly designated as Hawaiian, Asian and Pacific Issues (H) on any UH campus and numbered 100 – 499 are recognized as fulfilling H requirements on all campuses within the system.

   b. This policy applies even in the rare case when a receiving campus does not accept the credit hours associated with an H class.

   c. Each campus who is a member of the Hawaiian, Asian and Pacific Issues Board approves its own courses for H designation.
d. Are governed by a Multicampus Hawaiian, Asian and Pacific Issues Board who:

1) Is responsible to maintain the integrity of campus-to-campus articulation of H-designated courses through procedures that ensure that these courses meet the agreed upon hallmarks;

2) Conducts annual reviews of approved campus H programs;

3) Consists of chairs of the campus H Board, or its equivalent, from the participating campuses; and

4) Selects a chair to serve a two-year term.

e. The Office of the Vice President for Academic Planning and Policy arranges for regular meetings of this Board.

5. Courses (reordered, minor editing, no policy changes)

a. Academic courses that are comparable in nature, content, and level offered by the receiving campus are transferable.

b. Courses numbered 1 – 99

1) Generally within the UH system, credit for courses numbered 1 - 99 are not transferable to a baccalaureate-level program unless such credit is specifically applicable to a degree.

2) Should a student subsequently transfer into another program where such courses are not applicable, course credit will not count toward that program and degree.

c. Courses numbered 100 – 499

1) Within the UH system, credit for courses numbered 100 - 499 will transfer as baccalaureate-level credit.

2) The credit may not always be applicable to specific degree or program requirements.

d. Within the UH system, credits earned with a grade of “D” (not “D-“) or better will transfer.
e. The student’s grade point average (GPA) is not transferable from one campus to another.

f. Transfer of Previously Earned Credits

1) An evaluation and acceptance of credits earned at a regionally accredited non-UH institution by any campus within the UH system shall be accepted by any other UH campus.

2) The applicability of these credits is determined by the receiving campus.

3) All UH campuses will share a transfer database and work toward a common acceptable database.

6. Reverse Credit Transfer (new)

a. The awarding of associate degrees to UH Community College transfer students who complete the requirements of an associate degree after transferring to a UH four-year campus.

b. Students may opt-out of receiving a degree through the Reverse Credit Transfer process by providing a written request to the UH Community College campus prior to being awarded the degree.

c. The UH Community College system establishes the criteria and guidelines for this process.

7. Articulation Agreements (reordered, minor editing, no policy changes)

a. Campuses may enter into multi-campus articulation agreements that cover at a minimum the applicability of academic credits towards meeting specific major requirements.

b. Committees comprised of faculty and staff from the participating programs and campuses develops these agreements.

c. The appropriate campus Chancellors must sign formal program articulation agreements between major units of the University and agreements should contain provisions for periodic review and revision.

8. With the exception of the AA degree, which fulfills admission and general education core (basic/area or foundations/diversification) requirements, the transfer of general education core requirements and multi-campus articulation agreements, the final authority and responsibility for determining the
applicability of transfer credits to specific campus requirements reside with the receiving campus. (reordered, no change)

9. Campus, college, or program curricular changes must be made under the auspices of a “Hold Unharmed” policy. Students who maintain continuous enrollment in a program of study will not be required to modify their programs of study to accommodate changes in academic policy and curriculum at campuses, colleges, or in programs that occur during their programs of study. Provision may be made for medical or other emergency exceptions to continuous enrollment by appeal to the appropriate administration at the campus involved. (reordered from Principles section, no change)

10. Campuses implementing curricular changes must notify other UH campuses when the changes are approved. There must be at least one full academic year between notification and implementation of the approved change to allow other campuses to initiate appropriate curricular changes. In addition, coordination and communication regarding curriculum changes must be undertaken to ensure no inter-campus conflicts are created via inconsistencies in course numbering systems. (reordered from Principles section, no change)

C. Transfer of Students

1. Transfer students may be admitted based on the following provisions: (change to WOA requirements, specified Hawai‘i resident)

a. UH Mānoa, Hilo and West O‘ahu: Generally speaking, transfer students will be admitted to Mānoa, Hilo or West O‘ahu:

1) Upon completion of requirements for admission and notification of acceptance; OR,

2) Upon completion of at least 24 credits in college-level courses with a cumulative GPR of 2.0 or higher for students classified as a Hawai‘i resident for admission and tuition purposes, as computed in a manner consistent with the receiving campus and providing the courses meet requirements for admission to the program at the campus to which the student wishes to transfer; OR

3) Upon completion of an Associate in Arts (AA) degree from a UH Community College with a cumulative GPR of 2.0 or higher for students classified as a Hawai‘i resident for admission and tuition purposes.
i. The AA degree affords admission to UH Mānoa, Hilo or West O'ahu, but not necessarily into the program of the student’s choice, which may require satisfaction of additional admission requirements.

b. UH Community Colleges: Students who are either high school graduates or at least 18 years of age may transfer to a UH Community College from any accredited college or university regardless of the number of credits completed.

2. Degree Requirements (no change but there is a proposed change to c)

   a. Students who transfer from one UH campus to another must satisfy the general education requirements of the campus from which they wish to graduate. The requirements that apply shall be those in force at the time the student entered the UH system as a degree-seeking student, provided that the student has maintained continuous enrollment since that time, and does not elect to graduate under requirements adopted more recently by the campus.

   b. Baccalaureate-bound students, those transferring with or without an AA degree, must complete all specialized lower-division major, college, and degree and graduation requirements. With proper planning, many of these requirements may be incorporated into an AA degree; if not, they are required in addition to the AA degree. In addition, any upper division general education requirements must be fulfilled.

   c. Except as modified by an established articulation agreement, major requirements will be those in effect when the student declares a major at the baccalaureate campus. – see proposed change below.

**PROPOSED CHANGE TO c:** Except as modified by an established articulation agreement and for programs with specific criteria for admission (e.g., minimum number of earned credits or minimum class standing, completion of specific courses, grade point ratio requirements), students who transfer from one UH campus to another shall maintain the major requirements at the time the student entered the UH system as a degree-seeking student, provided that the student has maintained continuous enrollment since that time, and does not elect to graduate under requirements adopted more recently by the campus.

3. Residency (deleted specific residency credit hour requirement)

   a. Each campus may set its own specific residency requirements.
b. Residency for Tuition Purposes. All applicants to any UH campus must complete a residency declaration form. Following an evaluation of the information provided, their residency status is officially determined. Students must complete a residency declaration form when they transfer to a new campus. However, students who have been continuously enrolled at a UH campus shall have their previous residency status accepted without further inquiry, i.e., students do not have to submit documentation required as part of the original residency determination. If a student possesses a temporary residency status (e.g., exchange student, military exempt) or reports information that is inconsistent with the student’s previous residency status, documentation may be required.

4. Automatic Admission (new, from Automatic Admission Operating Guidelines)
   a. UH Community College students completing an AA or select Associate in Science degrees with an articulation agreement, and meets the eligibility criteria, may be eligible for automatic admission to UH Mānoa, Hilo or West O’ahu.
   b. Students who accept the automatic admission offer will be waived from paying an application fee and completing an application for admission to the four-year campus.
   c. The Office of the Vice President for Academic Planning and Policy establishes the guidelines and criteria for the process.

5. Academic Suspension (reordered, no change)
   a. Students on academic suspension from a UH campus may either sit out the semester they are suspended or attend another college or university.
   b. Students who choose to attend another accredited college or university and wish to return to UH must meet the admission requirements of the UH campus to which they wish to return.

D. Lead Responsibilities

1. Executive Responsibility (edited for clarity, no policy changes)
   a. Executive responsibility for implementing this policy and fostering practices that facilitate informed course and student transfer between campuses of the UH system is delegated from the President to the Chancellors of each campus.
1) Chancellors or their designees are responsible for ensuring that all relevant information is transmitted in a timely fashion to all system campuses as well as to the Office of the Vice President for Academic Planning and Policy (OVPAPP).

2. The University Council on Articulation (UCA) (minor editing, no changes to policy)

a. Charge and Purpose

1) UCA is the University’s official forum for resolving operational issues related to the implementation of this policy.

2) Recommendations of the UCA are made to the Council of Chief Academic Officers (CCAO).

3) The UCA:

i. Oversees and coordinates the UH system articulation process;

ii. Oversees maintenance and dissemination of an inventory of articulated UH courses and programs; and

iii. Hears appeals as provided for in this policy.

iv. Reviews the executive policy periodically and forwards recommendations for changes to the CCAO.

4) Articulation Issues

i. Campuses are responsible for forwarding written requests for clarification of specific articulation issues to the UCA through the OVPAPP.

ii. Should any campus wish to appeal a determination on articulation of a particular course made by a second campus, the appeal should be made to the UCA, which will provide procedures for hearing such appeals and resolving the disputes.

iii. Decisions of the UCA that resolve specific articulation issues are final unless appealed in writing to the Vice President for Academic Planning and Policy.

5) Policy Issues

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i. Campuses are responsible for forwarding written requests for clarification of policy issues to the CCAO through the OVPAPP.

ii. Decisions of the CCAO on policy issues are subject to promulgation by the President.

iii. If either the UCA or the CCAO are unable to reach agreement, the matter is placed before the Vice President for Academic Planning and Policy or the President for final resolution.

6) Student Appeal

i. Should any student wish to appeal a transfer decision made by a college, school, or campus, such appeal will follow established campus procedures.

b. Membership and Meetings

1) Members of the UCA are appointed by the Vice President for Academic Planning and Policy on behalf of the Chief Academic Officers.

2) The Chief Academic Officers are encouraged to identify and recommend members from among faculty and academic administrators in consultation with appropriate campus faculty governance bodies.

3) The UCA shall be comprised of:

   i. Four members from the community colleges,
   
   ii. One member from UH Hilo,
   
   iii. One member from UH West O'ahu,
   
   iv. Four members from UH Mānoa,
   
   v. Two members from the CCAO (one representing the community colleges and one from a baccalaureate degree granting campus),
vi. Two undergraduate student members (one representing the community colleges and one from a baccalaureate degree granting campus),

vii. One non-voting faculty liaison representing the All Campus Council of Faculty Senate Chairs, and

viii. One non-voting liaison representing the UH System Academic Advising and Transfer Network.

4) Faculty are to serve staggered three-year terms.

5) The Vice President for Academic Planning and Policy or designee shall convene the meetings of the UCA.

3. UH System Academic Advising and Transfer Network (AATN) (minor editing, no changes to policy)

a. Purpose

1) AATN promotes the dissemination of information among UH campuses pertaining to student and credit transfer.

2) AATN serves as a forum to exchange and share information about transfer practices across the UH system and identify issues or concerns that may impact the smooth and informed transfer of students.

3) This group will work with OVPAPP to develop common communication tools (e.g., websites, handouts) to inform and guide students in the transfer process. Recommendations of the Network are made to the CCAO.

b. Membership and Meetings

1) Membership

i. AATN consists of two representatives from each UH campus: one advisor/counselor and one transfer specialist.

ii. The Chancellor appoints the representatives for their campus.

iii. Representatives serve two-year staggered terms and may be reappointed.
iv. AATN selects co-chairs: one from a baccalaureate degree-granting campus and one from a community college for alternating two-year appointments.

2) Meetings

i. The OVPAPP arranges for regular meetings of this Network.

ii. OVPAPP provides an opportunity for all UH academic counselors, advisors, and transfer specialists to meet yearly in order to network and exchange information about degree, program, or college requirements on each system campus.

4. Campus Responsibilities (minor editing, added maintaining information in transfer database)

a. Advising and Counseling

1) It is the responsibility of each campus to be current with articulation and transfer policies of programs, colleges, and campuses across the system.

2) Campuses shall have practices in place to fully inform students about what they need to navigate smoothly through the system.

b. Proactive Communication and Coordination

1) Department/Division Chairs and coordinators of all programs, colleges, and campuses are expected to communicate and coordinate with other units in the system to discuss degree expectations and curriculum, and to exchange information on significant proposed changes in the curriculum as they are considered.

2) Current lists of articulated UH courses and those that meet General Education requirements are publicly displayed.

c. Inter-campus Articulation Agreements

1) Programs, colleges, and campuses are encouraged to enter into transfer and articulation arrangements with their counterparts at other units and to communicate these agreements widely across the UH System.

d. Transfer Database

1) It is the responsibility of each campus to maintain and keep current the information in their transfer credit database.
5. UH System Office Responsibilities *(minor editing, no changes to policy)*

a. Supporting the coordination and communication of articulation activities and practices, ensuring the transparent flow of information between campuses, and maintaining records of articulation policies and practices that are developed between campuses.

b. Maintaining a system-wide web-based articulation/transfer information system based on updates provided by each campus.

c. Ensuring informed and smooth transfer of students throughout the UH system.

   1) Requires significant communication and coordination across campuses.

   2) Regular meetings of professional and disciplinary colleagues are needed to initiate and maintain working relationships and full understanding of program, college, and campus requirements.

   3) The level of communication and coordination is supported by the OVPAPP in the form of appropriate technological assistance as well as fiscal support for needed onsite meetings.

d. Provides on-going institutional research to track patterns of student progress across the UH system with special attention to the progress of transfer students.

   1) The responsibility for such research will be divided appropriately between the OVPAPP and the individual campuses.

   2) The System office will track overall student movement across the system, and the individual campuses will monitor student entry into their respective programs.

**Delegation of Authority**

The President delegates to the Chancellors responsibility for implementing this policy and fostering practices that facilitate informed course and students transfer between UH campuses.

**Contact Information**

Vice President for Academic Planning and Policy, 956-6897, vpaa@hawaii.edu
References

- Link to superseded policy: https://www.hawaii.edu/policy/archives/ep/
- Regents Policy 5.214 Student and Credit Transfer within the University

Approved:

____________________ _____________________________  <Date>
David Lassner  _____________________________  <Date>
President

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