

POLICY GOVERNING TRANSFER OF CREDITS FROM OTHER INSTITUTIONS



Credits from institutions other than University of Hawai'i at Manoa (UHM) or taken as a post-baccalaureate unclassified student at UHM can be considered for transfer upon submission of: (1) a memo approved by the chair of the graduate field of study, or (2) the Petition to Transfer/Substitute Credits form. Courses being considered from institutions other than UHM must be accompanied by an official transcript, transcript guide and course syllabus if substituting for a required course. Doctoral students may not transfer credits.

Policy Governing Transfer of Credits from Other Institutions

1. The request for transfer of credit hours must be made during the first semester the student is enrolled in the program.
2. Only credit hours from an accredited university are transferable.
3. Upon recommendation of the graduate field of study and approval by the Graduate Division, no more than one-half of the total course credits less one required in a given field of study may be transferred. However, at least one-half of the required graduate credits (numbered 600 and above) must be completed at the University of Hawai'i while a classified graduate student.
4. With prior approval from the graduate field of study and the Graduate Division, up to 6 credit hours of work completed at another accredited institution following advancement to candidacy at the University of Hawai'i may be transferred, providing such transfer does not exceed the maximum allowable.
5. Credit hours used to obtain a previous degree will not be transferred.
6. No credit hours may be transferred from another institution unless the grade is B or better. Course grades of S, CR, and P are not transferable.
7. Credit hours to be transferred must have been completed within seven years preceding the date upon which the advanced degree is to be conferred by UH Manoa.
8. Quarter credit hours are converted to semester hours by using this formula: $\frac{2}{3}$ times number of quarter credit hours equals number of semester credit hours (rounding off to the lower whole number). Conversion is done by the Graduate Division and is calculated for the total credit hours requested for transfer rather than for individual course credit hours.
9. Credit hours earned in foreign institutions must be certified by the departments as to the equivalent level of the courses being transferred (i.e., whether 300-398, 400-498, or 600-798 level).
10. The minimum residence requirement of full-time study must be upheld regardless of the number of credit hours transferred to this University.
11. Transfer of courses to meet practicum, seminar, thesis, or dissertation requirements is not permitted.
12. Extension credits are not transferable.
13. Directed reading/directed research credits (x99) are not transferable.
14. Transfer credits are not included in GPA calculations except for the final calculations when the student graduates.

If the petition is approved, the units (or UH equivalent) will be counted as part of the student's degree program.