University of Hawai'i
Automatic Admission Operating Guidelines

The University of Hawai'i System contains community colleges and four-year campuses, which allow students to attain their educational goals via multiple paths. The Automatic Admission program provides UH Community College (UHCC) students in Associate of Arts (AA) and select Associate of Science (AS) programs one path of seamless transfer to a four-year campus.

In 2009, the Automatic Admission program was conceptualized by UH Mānoa's Vice Chancellor for Academic Affairs, Reed Dasenbrock, as a way to encourage more UHCC students to transfer to a four-year campus to complete a bachelor's degree. Discussions were held with the 10 campuses, and the project was launched in Spring 2010 for admission to Fall 2010 with the goal to increase transfer students from the UHCCs to the four-year campuses by removing what students may view as transfer barriers. Eligible students are notified of their "automatic admission" to one of the four-year campuses via STAR, UH's degree audit system. Students who elect this offer of admission do not have to complete another System Application Form for admission to a four-year campus, will have their application fee waived and be given priority registration at the four-year campus over non-Automatic Admission transfer students. Additional information, including data on the program, can be found at: http://www.hawaii.edu/offices/app/aa/sai.html.

General Guidelines
- Eligible students will receive an email offer of automatic admission to their UH email (username@hawaii.edu) and must accept the offer via STAR by the deadline.
- Application fees for students who submitted an application to a four-year campus prior to the automatic admission acceptance deadline and are offered auto admission will be refunded.
- Residency for tuition purposes for automatic admission students will be based on the UHCC determination at time of transfer.
- Two representatives from each UHCC are authorized to manually add students via STAR to the automatic admission list. Students manually added should meet the eligibility criteria (see below: Eligibility Criteria for Automatic Admission Students).
- Students, who accept the automatic admission offer and complete an AA degree but with a recalculated GPA by the four-year campus of less than a 2.0, will be admitted as an unclassified student.
- Students, who accept automatic admission but do not complete an AA degree and have a recalculated GPA by the four-year campus of less than a 2.0, will have the automatic admission acceptance rescinded.
- Students, who accept the automatic admission offer, do not complete an AA degree and have a recalculated GPA by the four-year campus of 2.0 or higher, are accepted as classified students to the campus (select programs may have additional admission requirements).
- Students may only be offered automatic admission a maximum of **three** times regardless of type (automatic, reoffer, manual, etc.) and timeframe.

- Students who selected a campus that does not offer their intended major may elect to forward their application to another four-year campus. To do so, students should inform the original campus of the request and what campus they would like their application forwarded to. The original campus will notify the STAR office to forward the application electronically. All changes must occur prior to the deadline to accept the automatic admission offer.
- Upon request by a four-year campus, the UHCC will forward non-UH transcripts for automatic admission students to the four-year campus.
- Changes to any to the eligibility criteria are approved by the Council of Chief Academic Officers.

Deadlines (effective Spring 2014)

- Offer of automatic admission is sent to students on September 1 for Spring admission and February 1 Fall admission, or the first working day thereafter.
- The deadline for acceptance of automatic admission offer is October 1 for Spring admission or March 1 for Fall admission, or the first working day thereafter.
- The deadline for the submission of a student's intent to register is due by November 1 for Spring admission or April 1 for Fall admission, or the first working day thereafter. Tuition deposit deadlines are determined each the four-year campus.
- The deadline for students to submit non-UH transcripts is June 30 for Fall admission and the first day of class for Spring admission.
- Eligible automatic admission students will be identified by the STAR office approximately one week prior to the offer being sent.

Eligibility Criteria for Automatic Admission Students

a. Enrolled at a UHCC.
b. Have a UHCC designated as the student's home campus.
c. Enrolled in an AA degree program (includes AA in Teaching and AA in Hawaiian Studies) or selected AS degrees with an articulation agreement with a four-year campus to a specific program (for current list, see AS Degrees Accepted for Automatic Admission spreadsheet).
d. GPA at the student's home campus is 2.0 or above.
e. Have greater than 50 credits that are 100 level and above, including earned or in progress credits.
f. Have greater than 12 institutional credits (at the student's home campus) that are 100 level and above, including earned or in progress credits.
g. STAR Grad Requirements (overall requirements such as GPA and number of credits) is greater than or equal to 93 percent complete.
h. STAR Core Requirements (courses required to fulfill the core requirements) is greater than or equal to 96 percent complete.
i. Include students who were offered auto admission the previous semester who did not respond or who declined the offer and are not currently enrolled in a four-year campus.
j. Exclude students who have already earned a bachelor's degree.

k. Exclude students who have current academic actions (suspension or dismissal) at a four-year campus from being offered admission to that campus.
l. Exclude students who have been offered automatic admission three times.

Note: In general, summer UHCC graduates are selected in the spring automatic admission offer as they are usually within 3-6 credits of graduation.

Reviewed/approved by CCAO 8/14/13

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