



UNIVERSITY
of HAWAII
MANOA


College of Social Sciences
Office of the Dean

May 28, 2021

MEMORANDUM

TO: Michael Bruno
Provost

VIA: Laura Lyons 
Interim Associate Vice Chancellor for Academic Affairs

FROM: Denise Eby Konan 
Dean, College of Social Sciences
Denise Eby Konan
2021.05.28
16:45:38 -10'00'

SUBJECT: Request to Approve Articulation Agreement Between Kapi'olani Community College and the University of Hawai'i at Mānoa for the Associate in Science in Paralegal to the Bachelor of Arts in Political Science

SPECIFIC ACTION REQUESTED:

In accordance with UH Executive Policy EP 5.209, we respectfully request that the Provost approve the articulation agreement with Kapi'olani Community College.

RECOMMENDED EFFECTIVE DATE:

The effective date is Fall 2021.

ADDITIONAL COST:

There are no additional costs with this request.

PURPOSE:

The purpose of this request is to facilitate a smooth transition for students from the

2500 Campus Road, Hawai'i Hall 310 Honolulu, Hawai'i 96822
Telephone: (808) 956-6570 Fax: (808) 956-2340
Website: www.socialsciences.hawaii.edu

An Equal Opportunity/Affirmative Action Institution

Kapi'olani Community College (Kapi'olani CC) Associate in Science in Paralegal (AS Paralegal) that transfer to the University of Hawai'i at Mānoa (UHM) Bachelor of Arts in Political Science (BA Political Science) from the College of Social Sciences.

BACKGROUND

This articulation agreement was developed to increase transfer and career opportunities for students, and to foster collaboration between campuses and growth for degree programs.

Faculty from the UHM Department of Political Science and the Kapi'olani CC paralegal program approved this pathway that allows AS Paralegal graduates to transfer to UHM, and also recognizes certain LAW courses taken at Kapi'olani CC to receive credit at UHM and count towards the BA Political Science.

In consideration of the course and curriculum differences between the AS Paralegal and the Associate in Arts Degree, this articulation agreement also enables AS Paralegal graduates to participate in the UH Automatic Admissions transfer process.

The Manoa Transfer Coordination Center provided input during the development of this agreement, which also seeks to leverage the services at both campuses for student and transfer advising, along with recruitment and promotion of this innovative pathway.

ACTION RECOMMENDED:

In accordance with UH Executive Policy EP 5.209, we respectfully recommend that the Provost approve the articulation agreement with Kapi'olani Community College.

APPROVED / DISAPPROVED:

Michael Bruno

Michael Bruno
Provost

June 17, 2021

Date

Michael Bruno
May 28, 2021
Page 3 of 3

Attachment(s)

1. Articulation Agreement between Kapi'olani Community College and the University of Hawai'i at Mānoa
2. Four-year articulation plan for the Bachelor of Arts in Political Science
3. Transfer Program Map – AS Paralegal to BA Political Science

CC: Ryan Yamaguchi, Interim Assistant Vice Chancellor for Enrollment Management
Director of Admissions
April Goodwin, Director of Program Development and Review
Jennifer Brown, Manoa Transfer Coordination Center

**University of Hawai'i at Mānoa
College of Social Sciences
Articulation Agreement**

Kapi'olani Community College Associate in Science in Paralegal to the
University of Hawai'i at Mānoa Bachelor of Arts in Political Science

This agreement facilitates a smooth transition for students from the Kapi'olani Community College (**Kapi'olani CC**) Associate in Science in Paralegal (**AS Paralegal**) to the University of Hawai'i at Mānoa (**UHM**) Bachelor of Arts in Political Science (**BA Political Science**) from the College of Social Sciences (**CSS**).

Curricular requirements for students following the articulated pathway are included as attachments, and serve as the basis for this agreement and for purposes of pinning a four-year degree pathway from the AS Paralegal to the BA Political Science.

While this academic pathway represents the most efficient coursework progression from the AS Paralegal to the BA Political Science, course substitutions may be made on a case-by-case basis when the recommended courses are not available. However, all core, concentration, general education, focus, and graduation requirements must still be met in those individual cases.

Agreement valid for AS Paralegal graduates from Kapi'olani CC.

Students must graduate with the AS Paralegal and be continuously enrolled to be eligible for the benefits of this agreement. Participation in the UH Automatic Admissions transfer process is possible for AS Paralegal students, provided that the eligibility, deadlines, and procedures established for the designated term of entry are met.

In consideration of the course and curriculum differences between the AS Paralegal and the Associate in Arts Degree from Kapi'olani CC, the AS Paralegal in itself would not automatically fulfill all of the UHM lower division General Education Core requirements.

Accordingly, AS Paralegal graduates that transfer to UHM must also fulfill the UHM General Education Core, UHM Special Graduation Requirements, prerequisite and major courses for the BA Political Science, and all other UHM graduation requirements in place on the effective date of this agreement.

Students transferring to UHM that do not graduate with the AS Paralegal shall be required to meet all current catalog requirements upon admission to UHM.

UHM recognition of LAW courses taken at Kapi'olani CC for the BA Political Science.

Upon review of the relevant course descriptions, CSS agrees that the AS Paralegal meets the body of knowledge for the following UHM courses:

- Kapi'olani CC course **LAW 101 – The Hawaii Legal System** (3 credits) shall receive credit at UHM for a lower division **100-level POLS DS course** (3 credits).
- Kapi'olani CC course **LAW 203 – Legal Writing** (3 credits) shall receive credit at UHM for a lower division **100-level POLS DS course** (3 credits).

AS Paralegal graduates that transfer to UHM may use LAW 101 and LAW 203 to each receive credit for a 100-level POLS DS course, which may serve as either (a) the student's prerequisite course in the BA Political Science core requirement, or (b) part of the student's elective requirement for the BA Political Science.

Mutual commitments to successfully implement the articulation agreement and provide accurate information to students.

Under this agreement, UHM and CSS further agree to:

1. Provisionally accept all AS Paralegal graduates from Kapi'olani CC, provided that students transfer with at least an overall 2.0 GPA. Students would seamlessly transfer from Kapi'olani CC to UHM upon completion of the AS Paralegal and would not need to reapply to be accepted into UHM and the BA Political Science program.
2. Identify CSS and/or Mānoa Transfer Coordination Center advisors who will partner with Kapi'olani CC counselors to ensure timely and accurate advising information on pre-transfer, admission, degree requirements, and other related advising information. The CSS and/or UHM advisors will work with their campus STAR personnel to develop an accurate STAR pathway for students pursuing this articulation agreement.
3. Identify a UHM faculty member who will serve as the faculty advisor to students that transfer to the BA Political Science program.
4. Facilitate meetings with Kapi'olani CC faculty and administration every two years, or on an as needed basis, to discuss potential curricular changes or revisions to this agreement. CSS shall provide Kapi'olani CC with reasonable advance notice of any curricular changes or revisions that may impact this agreement and the BA Political Science program.
5. Inform students that financial aid may be available through their home campus each semester, and that students must follow the financial aid policies and procedures at that home school to be eligible for financial aid.

Under this agreement, Kapi'olani CC further agrees to:

1. Ensure that its AS Paralegal students are advised on the above-mentioned UHM and BA Political Science course and graduation requirements, and collaborate with UHM personnel as needed.

2. Place a notation in the advisor notes in STAR, which identifies the Kapi'olani CC students who are in the process of completing the AS Paralegal and intend to transfer to UHM in accordance with this articulation agreement. Pin the Kapi'olani CC student to the four-year degree pathway for BA Political Science. Recommend students for admission to the Ka'ie'ie Degree Pathway Program to ease their transition between campuses and facilitate ongoing planning and support.
3. Identify a counselor at Kapi'olani CC who will partner with CSS advisors to ensure timely and accurate advising information on pre-transfer, admission, degree requirements, and other relevant advising information.
4. Identify a Kapi'olani CC faculty member to be the faculty advisor to AS Paralegal students.
5. Facilitate meetings with UHM and/or CSS faculty and administration every two years, or on an as needed basis, to discuss potential curricular changes or revisions to this agreement. Kapi'olani CC shall provide CSS with reasonable advance notice of any curricular changes or revisions that may impact this agreement and the AS Paralegal program.
6. Inform students that financial aid may be available through their home campus each semester, and that students must follow the financial aid policies and procedures at that home school to be eligible for financial aid.

This agreement is effective beginning Fall 2021, and shall remain in effect for no longer than five years. This agreement will be subject to review by the parties no later than Fall 2025.

With the mutual consent of both parties, this agreement may be continued, revised, or discontinued, whether due to curriculum or admission changes, or other reasons.

Subsequent modifications to the curricular requirements of the AS Paralegal or BA Political Science programs may require revisions to this agreement.

Either institution may elect to terminate this agreement by providing at least six-months advance notice, in writing, to the other institution.


If this agreement is discontinued or terminated, CSS agrees to make reasonable efforts to accommodate any affected UHM students. CSS will honor the stipulations herein for students enrolled at UHM at the time that this agreement is discontinued or terminated.

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APPROVALS

University of Hawai'i at Mānoa


Kapi'olani Community College


Michael Bruno
Provost


June 17, 2021
Date

Louise Pagotto
Chancellor


Date


Laura Lyons
Interim Associate Vice Chancellor for
Academic Affairs

June 18, 2021
Date

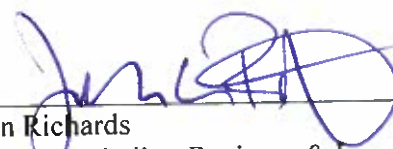

Maria Bautista
Interim Vice Chancellor for Academic Affairs

7/6/21
Date


Denise Eby Konan
Dean, College of Social Sciences

Digitally signed by Denise Eby Konan
2021.05.24 15:33:57 -10'00'

Date



John Richards
Dean, Hospitality, Business & Legal
Technology

7/11/21
Date


Noelani
Goodyear-Kaopua
Noelani Goodyear-Ka'ōpua
Chair, Department of Political Science

Digitally signed by Noelani
Goodyear-Kaopua
Date: 2021.05.24 15:28:36 -10'00'

Date


Laure Burke
Professor and Chair, Business, Legal and
Technology Education Department

6/28/2021
Date


Susan Jaworowski
Professor and Paralegal Program Coordinator,
Business, Legal and Technology Education
Department

June 28, 2021
Date

Date of Agreement: 05/25/2021

Effective Term: Fall 2021

University of Hawai'i at Mānoa – Four-Year Academic Plan 2020-2021
Colleges of Arts and Sciences

Bachelor of Arts (BA) in Political Science/KCC articulation plan

Year 1		Year 2		Year 3		Year 4	
Fall		Fall		Fall		Fall	
POLS 1XX (Fall or Spring) = LAW 101 3 [07] FW (or FQ) = ENG 100 3 [01] Elective (LAW 102) 3 [08] Elective (LAW 105) 3 [09] Elective (LAW 111) 3 [10]	15 Credits	POLS 1XX-2XX (Fall or Spr) = LAW 203 (WI) 3 [14] DA/DH/DL (KCC) 3 [04] Elective 3 (LAW 202) [13] Elective 3 (LAW elective) [15] DS (non POLS) (KCC) 3 [06]	15 Credits	POLS 305 or 315 3 FG (A/B/C) (UHM) 3 HSL 101 (UHM) 3 DB (or DP) (UHM) 3 DY (UHM) 3 FG (A/B/C) (UHM) 3	16 Credits	POLS 301 or 302 3 POLS 335 3 POLS Elective 300+ 3 Elective 300+ 3 HSL 201 (UHM) 3 Elective 300+ 3	18 Credits
Spring		Spring		Spring		Spring	
FQ (or FW) = MATH 100/103/115 or higher 3 [02] Elective (LAW 145) 3 [11] Elective (LAW 148) 3 [12] DP (or DB) (KCC) 3 [05] DAVDH/DL (KCC) 3 [03]	15 Credits	Elective (LAW elective) 3 [16] Elective (LAW elective) 3 [17] Elective 2 (LAW elective) [18] Elective (LAW elective) 3 [19] Elective 2 (LAW elective) [20]	15 Credits	POLS 375, 376, or 385 3 POLS Elective 300+ 3 Elective 300+ 3 Elective 300+ 3 HSL 102 (UHM) 3 Elective 300+ 3	18 Credits	POLS 390 3 Elective 300+ 3 Elective 300+ 3 HSL 202 (UHM) 3 POLS Capstone 3	18 Credits
*Apply for the Katie'ie Program by April 1st		*Complete transfer paperwork before March 1st					
30 Total Credits		60 Total Credits		90 Total Credits		126 Total Credits	
							14

**KAPI'OLANI COMMUNITY COLLEGE/ UNIVERSITY OF HAWAI'I AT
MĀNOA
TRANSFER PROGRAM MAP: AS PARALEGAL TO BA POLITICAL
SCIENCE**

UH-Mānoa Political Science Overview:

Admission: Open

Memorandum of Agreement - (link to final document here) and Blurb below to be revised

States that students who complete the AS Paralegal degree and transfer to the Political Science BA degree at UHM will have met their lower division Political Science requirements (6 credits) by completion of their LAW 101 and LAW 203 courses at Kapi'olani CC.

Courses at Kapi'olani that will meet requirements for the UHM Political Science BA:

KCC Paralegal Requirement	Recommended choice	C r.	UHM Requirement met	Cr.
ENG or ESL 100 (FW)	any	3	FW requirement	3
MATH 100, 103, 115, or 135 (FQ)	any	3	FQ requirement	3
Area 3 (select one)	SP 151 or 251 (DA)	3	COMG 151 or 251 (DA)	3
Arts and Humanities Elective	HWST 107 (DH + HAP)	3	HWST 107 (DH + HAP)	3
Social Sciences Elective	ANTH 151 or ANTH 152	3	ANTH 151 (FGA) or ANTH 152 (FGB)	3
Natural Sciences Elective	Any DB or DP course	3	DB or DP course requirement	3
LAW 101	required	3	POLS 1xx or 2xx	3
LAW 203	required	3	POLS 1xx or 2xx	4 3

Notes

- Other courses that meet UH Manoa General Education requirements are available at Kapi'olani CC. Should you wish to take additional courses during your paralegal program or via summer enrollment you could choose from the following areas to work towards your BA requirements in preparation for transfer: FGC, DB or DP (whichever one you did not complete for your AS degree), DY, Language requirements (101-202).
- Political Science requires proficiency through the 202 level in Hawaiian or a Second language. If you have language proficiency you can take a placement exam and either take a higher level course to earn back credits or waive out of the HSL requirement.
- Once you have completed at least 12 college level credits you should consider joining the Ka'ie'ie Degree Pathway Program to assist in your planning and transition to UH Manoa. See the next page for contact information.
- The Political Science undergraduate program offers a [minor](#), [major \(BA\)](#), and [BA/MA Pathway](#).

MTCC strives to create accurate transfer guides for students; however, requirements may change without notice. Students are responsible for working with advisors at both their community college and UHM to ensure that their academic plan will meet requirements and timelines.

**KAPI'OLANI COMMUNITY COLLEGE/ UNIVERSITY OF HAWAI'I AT
MĀNOA
TRANSFER PROGRAM MAP: AS PARALEGAL TO BA POLITICAL
SCIENCE**

- The combined Bachelors to Masters Degree (BAM) Pathway for highly motivated undergraduate majors who wish to complete both degrees in five years.

University of Hawai'i at Mānoa Transfer Admission Requirements:	
24 transferable semester credits or 12 transferable semester credits completed and have at least 12 transferable semester credits in progress	
Cumulative transfer GPA: 2.0 for residents; 2.5 for non-residents	
If you do not have 24 transferable credits, admission will be based on both your college and high school work.	
UH-Mānoa Admission Deadlines	
January 5	Fall semester applications due for international applicants and for priority consideration
March 1	All fall admission applications due
September 1	Spring semester applications due for international applicants and for priority consideration
October 1	All spring admission applications due
For more information on how to apply to the University of Hawai'i at Mānoa please visit: http://manoa.hawaii.edu/admissions/undergrad/	
Ka'ie'ie Transfer Pathway Program	
Ka'ie'ie is a pathway program for students at Kapi'olani Community College who are planning to transfer to the University of Hawai'i at Mānoa. For more information on Ka'ie'ie and the benefits of the program please visit: http://uhcc.hawaii.edu/kaieie/	
Contact Information: Jennifer Brown – jb26@hawaii.edu - 808-734-9596	
Online scheduling available: https://www.star.hawaii.edu/appointment/	
UH-Mānoa Political Science Advising Contact Information:	
ACCESS (Advising, Civic and Community Engagement in the Social Sciences) Advising	
Address: Dean Hall Room 2 2450 Campus Road Honolulu, HI 96822	
Phone: (808) 956-0661	
Email: cssadv@hawaii.edu	
Website: http://go.hawaii.edu/Ysj	
UH Mānoa Political Science department	
Address: Saunders Hall 640, 2424 Maile Way, Honolulu HI 96822	
Phone: (808) 956-8357	

These courses are subject to change without notice. Students are responsible for working with advisors at both their community college and UHM to ensure that their academic plan will meet requirements and timelines.

KAPI'OLANI COMMUNITY COLLEGE/ UNIVERSITY OF HAWAII AT
MĀNOA
TRANSFER PROGRAM MAP: AS PARALEGAL TO BA POLITICAL
SCIENCE

Email: polisci@hawaii.edu

Aloha Pathway info here?

Program Sheet: <http://www.manoa.hawaii.edu/ovcaa/programsheets/>

Associate in Science - Paralegal

Program Coordinator: Susan Jaworowski, susanjaw@hawaii.edu
<https://www.kapiolani.hawaii.edu/academics/programs-of-study/legal-education/>

KapCC Paralegal Advising Contact Information:

Advisor: Florentino Abara

Address: Kopiko Room 109 | 4303 Diamond Head Road | Honolulu, HI 96816

Phone: (808) 734-9107

Email: abara@hawaii.edu

Website: <https://www.kapiolani.hawaii.edu/academics/programs-of-study/legal-education/>

MTCC strives to create accurate transfer guides for students; however, requirements may change without notice. Students are responsible for working with advisors at both their community college and UHM to ensure that their academic plan will meet requirements and timelines.

Last updated: February 2021 DRAFT JB