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:
• Kapiʻolani 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).

• Kapiʻolani 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 Kapiʻolani CC, provided that students transfer with at least an overall 2.0 GPA. Students would seamlessly transfer from Kapiʻolani 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 Kapiʻolani 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 Kapiʻolani 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 Kapiʻolani 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, Kapiʻolani 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.
APPROVALS

University of Hawai‘i at Mānoa

Michael Bruno  June 17, 2021
Michael Bruno  Date
Provost

Mary Lyons  June 18, 2021
Ladra Lyons  Date
Interim Associate Vice Chancellor for
Academic Affairs

Denise Eby Konan  Date
Denise Eby Konan  2021.05.24 15:33:57 -10'00'
Dean, College of Social Sciences

Noelani Goodyear-Ka‘opua  2021.05.24 15:28:26 -10'00'
Noelani Goodyear-Ka‘opua  Date
Chair, Department of Political Science

Kap‘ōlani Community College

Louise Pagotto  Date
Louise Pagotto  Digitally signed by Louise Pagotto
Chancellor  Date: 2021.07.06 17:52:16 -10'00'

Maria Bautista  Date
Interim Vice Chancellor for Academic Affairs

John Richards  Date
Dean, Hospitality, Business & Legal
Technology

Laure Burke  Date
Laure Burke  2021.05.24 15:28:26 -10'00'
Professor and Chair, Business, Legal and Technology Education Department

June 28, 2021

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

Date of Agreement: 05/25/2021
Effective Term: Fall 2021
<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Fall</strong></td>
<td><strong>Fall</strong></td>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>POLS 1XX (Fall or Spring) = LAW 101 3 [07]</td>
<td>POLS 1XX-2XX (Fall or Spr) = LAW 203 (WI) 3 [14]</td>
<td>POLS 305 or 315 3</td>
<td>POLS 301 or 302 3</td>
</tr>
<tr>
<td>FW (or FQ) = ENG 100 3 [01]</td>
<td>DA/DH/DL (KCC) 3 [04]</td>
<td>FG (A/B/C) (UHM) 3</td>
<td>POLS 335 3</td>
</tr>
<tr>
<td>Elective (LAW 102) 3 [08]</td>
<td>Elective 3 (LAW 202) 3 [13]</td>
<td>DB (or DP) (UHM) 3</td>
<td>POLS Elective 300+ 3</td>
</tr>
<tr>
<td>Elective (LAW 105) 3 [09]</td>
<td>Elective 3 (LAW elective) [15]</td>
<td>DY (UHM) 1</td>
<td>Elective 300+ 3</td>
</tr>
<tr>
<td>Elective (LAW 111) 3 [10]</td>
<td>DS (non POLS) (KCC) 3 [06]</td>
<td>FG (A/B/C) (UHM) 3</td>
<td>HSL 201 (UHM) 3</td>
</tr>
<tr>
<td><strong>15 Credits</strong></td>
<td><strong>15 Credits</strong></td>
<td><strong>16 Credits</strong></td>
<td><strong>18 Credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Spring</th>
<th>Spring</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>FQ (or FW) = MATH 100/103/115 or higher 3 [02]</td>
<td>Elective (LAW elective) 3 [16]</td>
<td>POLS 375, 376, or 385 3</td>
<td>POLS 390 3</td>
</tr>
<tr>
<td>Elective (LAW 148) 3 [12]</td>
<td>Elective 2 (LAW elective) [18]</td>
<td>Elective 300+ 3</td>
<td>HSL 202 (UHM) 3</td>
</tr>
<tr>
<td>DP (or DB) (KCC) 3 [05]</td>
<td>Elective (LAW elective) 3 [19]</td>
<td>HSL 102 (UHM) 3</td>
<td>POLS Capstone 3</td>
</tr>
<tr>
<td>DA/DH/DL (KCC) 3 [03]</td>
<td>Elective 2 (LAW elective) [20]</td>
<td>Elective 300+ 3</td>
<td></td>
</tr>
</tbody>
</table>

*Apply for the Ka'ie'ie Program by April 1st

*Complete transfer paperwork before March 1st

| 30 Total Credits | 60 Total Credits | 90 Total Credits | 126 Total Credits |

V. 03-02-21
KAPIʻOLANI COMMUNITY COLLEGE/ UNIVERSITY OF HAWAIʻI AT MĀNOA
TRANSFER PROGRAM MAP: AS PARALEGAL TO BA POLITICAL SCIENCE

UH-Mānoa Political Science Overview:

Admission: Open

Memorandum of Agreement 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 Kapiʻolani CC.

Courses at Kapiʻolani that will meet requirements for the UHM Political Science BA:

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

Notes

- Other courses that meet UH Manoa General Education requirements are available at Kapiʻolani 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 Kaʻieʻie Degree Pathway Program to assist in your planning and transition to UH Mānoa. 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.

Last updated: February 2021 DRAFT JB
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:**

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 transferable semester credits or 12 transferable semester credits completed and have at least 12 transferable semester credits in progress</td>
</tr>
<tr>
<td>Cumulative transfer GPA: 2.0 for residents; 2.5 for non-residents</td>
</tr>
<tr>
<td>If you do not have 24 transferable credits, admission will be based on both your college and high school work.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UH-Mānoa Admission Deadlines</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5</td>
<td>Fall semester applications due for international applicants and for priority consideration</td>
</tr>
<tr>
<td>March 1</td>
<td>All fall admission applications due</td>
</tr>
<tr>
<td>September 1</td>
<td>Spring semester applications due for international applicants and for priority consideration</td>
</tr>
<tr>
<td>October 1</td>
<td>All spring admission applications due</td>
</tr>
</tbody>
</table>

For more information on how to apply to the University of Hawai‘i at Mānoa please visit: [http://manoa.hawaii.edu/admissions/undergrad/](http://manoa.hawaii.edu/admissions/undergrad/)

**Ka'ieʻie Transfer Pathway Program**

Ka‘ieʻie 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‘ieʻie and the benefits of the program please visit: [http://uhcc.hawaii.edu/kaieie/](http://uhcc.hawaii.edu/kaieie/)

Contact Information: Jennifer Brown – jb26@hawaii.edu - 808-734-9596

Online scheduling available: [https://www.star.hawaii.edu/appointment/](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](http://go.hawaii.edu/Ysj)

UH Mānoa Political Science department

Address: Saunders Hall 640, 2424 Maile Way, Honolulu HI 96822

Phone: (808) 956-8357

---

Last updated: February 2021 DRAFT JB
Email: polisci@hawaii.edu


**Associate in Science - Paralegal**

Program Coordinator: Susan Jaworowski, susanjaw@hawaii.edu

**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/](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