

University of Hawai'i Automatic Admission Operating Guidelines

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

Automatic Admission is designed to encourage current UHCC students to transfer to a four-year campus to complete a bachelor's degree. The project was launched in Spring 2010 for admission in Fall 2010 with the goal to increase transfer students from the UHCCs to the four-year campuses by removing 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 and will have their application fee waived.

Additional information, including data on the program, can be found at:

<http://www.hawaii.edu/offices/app/aa/sai.html>.

General Guidelines

1. 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 (see Deadlines below).
2. Application fees for students who submitted an application to a four-year campus prior to the automatic admission acceptance deadline and are admitted will be refunded.
3. Residency for tuition purposes will be based on the UHCC determination at time of transfer.
4. Each UHCC will identify no more than five (5) representatives authorized to manually add students via STAR to the Automatic Admission program list. Students manually added should meet the eligibility criteria (see below: Eligibility Criteria for Automatic Admission Students).
5. Students who accept the Automatic Admission offer and:
 - a. complete an AA or eligible AAS or AS program on the Automatic Admission program list, but with a recalculated GPA by the four-year campus of less than a 2.0, will be admitted as an unclassified student.
 - b. complete an AA or eligible AAS or AS program on the Automatic Admission program list and have a recalculated GPA by the four-year campus of less than a 2.0, will have the automatic admission acceptance rescinded.
 - c. do not complete an AA or eligible AAS or AS program on the Automatic Admission program list and have a recalculated GPA by the four-year campus of 2.0 or higher are accepted as classified students to the campus, with exception to select programs that may have additional admissions

requirements.

6. Students may only be offered automatic admission a maximum of **five** times regardless of type (automatic, reoffer, manual, etc.) and timeframe.
7. Upon request by a four-year campus, the UHCC will forward non-UH transcripts for Automatic Admission students to the four-year campus.
8. Students who are offered Automatic Admission but may already have previously earned a bachelor's degree should use the 4-year admissions application process.
9. Changes to any of the eligibility criteria are approved by the Council of Chief Academic Officers.

Deadlines

10. 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.
11. The deadline for acceptance of an Automatic Admission offer is November 1 for Spring admission or April 1 for Fall admission, or the first working day thereafter.
12. The deadline for students to submit non-UH transcripts is June 30 for Fall admission and the first day of Spring classes for admission in that semester.
13. Eligible Automatic Admission students will be identified by the STAR office approximately one week prior to the offer being sent.
14. Failure to meet the above stated guidelines may require the student to submit an admission application to the 4-year campus.
15. Students who register for courses at the 2-year campus instead of the 4-year campus will have their primary campus reverted back to the UHCC.

Eligibility Criteria for Automatic Admission Students

- a. Enrolled at a UHCC or one semester after graduation from 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 or AAS degrees with an articulation agreement with a four-year campus to a specific program on the Automatic Admission program list.
- d. Cumulative GPA at the student's home campus is 2.0 or above.
- e. Have greater than 45 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) are greater than or equal to 81 percent complete.
- h. STAR Core Requirements (courses required to fulfill the core requirements) are greater than or equal to 81 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 five 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 the Office of the Vice President for Academic Strategy, August 2024
(Based on input from the Automatic Admissions Work Group)*