

**Procedure for transferring back credits
from a UH campus with no Memorandum of Agreement**

College of Languages, Linguistics, and Literature

Background: Kapiolani and Kauai Community Colleges and UH-Manoa have been operating under a memorandum of agreement regarding the awarding of back credits: Back credits issued by UH-Manoa and Kapiolani/Kauai Community College are mutually transferable (e.g., if a student who had earned 12 back credits at Kapiolani transferred to Manoa, the same number of back credits are automatically transferred to Manoa and vice versa). With other UH campuses, Manoa does not have such an agreement. Therefore, requests to transfer back credits from these colleges need to be considered case-by-case.

Procedure: The procedure to transfer back credits from a UH campus with no MOA is as follows:

1. The student who wishes to transfer back credits will contact the department advisor or assistant who is in charge of back credits.

-EALL: Todd Ashida [tashida@hawaii.edu, 956-2066]

-LLEA: Merle Kawabata [fadil@hawaii.edu, 956-4187]

-IPLL: Sandra Takeo/JoAnn Espinueva [stakeo@hawaii.edu/espinuev@hawaii.edu, 956-8672]

2. The advisor will have appropriate faculty in the department evaluate course equivalency (e.g., Japanese 202 at Maui is equivalent to Japanese 201 at Manoa).

3. Based on the evaluation, the advisor will prepare a petition memo to transfer back credits to Manoa, which should be signed/approved by the department chair.

4. The advisor will send the original memo to June Nii (admissions officer) and a copy to the LLL Associate Dean.

If you have any questions about this document, please contact: Kimi Kondo-Brown (LLL Associate Dean), kondo@hawaii.edu, 956-4426