

TRANSFER CREDIT EVALUATION

Transfer Credit Evaluation Policy

1. Students who have taken courses and earned credits at other institutions are not obligated or required to submit transcripts or seek evaluation of their credits for transfer to University of Hawaii Maui College. In general, only degree-seeking students will choose to have prior work evaluated. Note: While University of Hawaii Maui College does not require students to have all prior transcripts to be evaluated, certain financial assistance programs may require this as a requirement (e.g. Veterans Administration Benefits, Financial Aid)
2. It is the student's responsibility to have official transcripts from previous institutions sent to the Admissions and Records Office for all non-UH System campuses. Although University of Hawaii Maui College has many resources available, including many of the catalogs of colleges and universities across the nation, the student will remain ultimately responsible for providing catalogs, course syllabi, and other supporting documentation if the College is not able to make course evaluation. Letters of inquiry to other institutions remain the responsibility of the student requesting the evaluation.
3. University of Hawaii Maui College will generally accept credits only from institutions accredited by regional accrediting commissions. This excludes many business colleges, technical schools, Bible colleges, and similar institutions, even though these institutions may be accredited by specialized or professional associations. Students from these latter excluded institutions may seek credit for their work through the College's Credit-by-Examination and/or Prior Learning Assessment policies or by recommendation of the department chairperson after a review of the course syllabus and applicability of the course to the student's program at the College.
4. Credits earned within the University of Hawaii with course or class designations related to degree requirements such as "Writing Intensive" will transfer when such designations have been determined according to the articulation established in the University of Hawaii Executive Policy E5.209. No WI courses will transfer from outside the UH System.
5. University of Hawaii Maui College will accept credits in transfer if the student earned a grade of D (not D-) or better (CR or similar "PASS" grades are acceptable if the awarding institution indicates the work is of D level or better).
 1. If a transfer student has earned a "D" in a course that serves as a program or course prerequisite and the University of Hawaii Maui College

program/course requires the completion of the prerequisite course at the "C" or higher level, the student will have to take and complete the University of Hawaii Maui College prerequisite course and earn the required grade before proceeding to the next stage of the course/program.

2. The acceptance of all letter grades, except CR (Credit), for which credit was earned from regionally accredited universities and colleges, and when accepted must be averaged so that a 2.0 GPA is maintained for graduation.
6. The acceptance of transfer credits at University of Hawaii Maui College applies only to degrees and certificates at University of Hawaii Maui College. Other institutions, even within the University of Hawaii, have different policies for accepting transfer credits. The granting of transfer credits at University of Hawaii Maui College in no way obligates another institution to apply those credits in the same manner.
7. UH Maui College will bring in all credits relevant to the student's current degree program. Credits that do not apply to the student's program will not be evaluated unless specifically requested by the student. If a student changes their program, the student can request a re-evaluation of credits.
8. University of Hawaii Maui College will accept credits in transfer under the following conditions:
 1. If University of Hawaii Maui College has the same, or a very similar course, the transferred credit will be applied specifically toward the University of Hawaii Maui College course.
 2. If University of Hawaii Maui College does not teach the same course, transfer credit may be approved whenever possible to fulfill related degree requirements or elective options
 3. Not all accepted credits will necessarily apply to every degree/certificate program at University of Hawaii Maui College. If the student later changes programs at University of Hawaii Maui College, the transfer credits accepted earlier may not fulfill the requirements in the newly selected program.
 4. Developmental courses will not be accepted by UH Maui College. Developmental courses are generally numbered 000-0099 and will not be transferrable. Courses that may have been acceptable as college level credit at a previous institution may not be considered equivalent at UH Maui College.

5. All college level credits earned from each sending institution will be considered for evaluation. If the sending institution has evaluated transcripts from another post-secondary institution, these credits will not be evaluated by University of Hawaii Maui College. The student is required to send original transcripts from each post-secondary school for which they would like to have evaluated.
 1. If more than 48 credits are accepted, the student is not excused from the policy of completing a minimum of 12 credits at University of Hawaii Maui College that are applicable to the Associate degree and at least 20% of the required courses for the certificates.
9. University of Hawaii Maui College will officially evaluate credits only for students granted admission to the College. It is the intent of the College to inform the student in as timely a manner as possible after receiving the official transcript(s) regarding which courses and how many credits are acceptable at University of Hawaii Maui College. The Request for Transcript Evaluation form can also be submitted. The student will be contacted when the evaluation is complete.
 1. When necessary, faculty from the appropriate discipline will be consulted for a recommendation before completing the evaluation.
10. University of Hawaii Maui College requires official copies of all transcripts be submitted for evaluation and will not officially evaluate transcripts that have been issued to the student.
11. The length of time that has passed since the credits were earned is not relevant to the acceptability of the transfer credits to University of Hawaii Maui College. In some programs, however, where the passing of time may have caused the student's competency to become outdated, the student may be required to repeat courses that will update and strengthen the competency. This is particularly important if enrolling in classes requiring prerequisite skills.
12. Quarter credits will be granted in a course-by-course basis using fractional units as indicated in Appendix A. (For example, a course of 5 quarter hours will receive 3.33 semester hour credits). The total credits earned, however, will be reduced to the whole unit of semester hours. (For example, 25.67 credits will be accepted at UHMC as 25 semester hours).
 1. The Diversification requirement at University of Hawaii Maui College may be fulfilled with a minimum of 3 quarter hours which is the equivalent to 2 semester hours in each area. (Comment: This would be a rarity on transcripts in quarter hours. More common would be the 4 quarter hours course which transfers as 2.66 credits.)

2. The Global & Multicultural Perspectives; Arts, Humanities, & Literature; Natural Sciences; and Social Sciences credit requirements must be fulfilled. (For example, 8 quarter credits in humanities accepted at University of Hawaii Maui College as 5.33 semester hours will not fulfill the 6 credit requirement in that area. The student must take another humanities course.)
13. Exceptions to degree requirements at University of Hawaii Maui College may be made only by the Vice Chancellor for Academic Affairs, in consultation with appropriate faculty and must be in writing. (For example, waiving of the lab requirement in science.)
14. If a student successfully completes a course at University of Hawaii Maui College for which he or she has received a transfer credit, the University of Hawaii Maui College credits and grade points will apply, and the transfer credit will not be applied toward the University of Hawaii Maui College degree.
15. If a student retakes a course at another UH system campus, the transferred grade will not supersede the UH Maui College grade. For example, if a student takes PHYL 141 at Maui College, and retakes the course at Leeward Community College the following semester, the Maui College grade will remain on the transcript. However, if the course was taken once at Leeward CC and once at Honolulu CC, UH Maui College will bring in the higher of the two grades.
 1. This does not apply to courses where the student received a “W” or “F” grade at UH Maui College.
16. Advanced Placement, CLEP, and IB scores will be accepted. Please review our Fact Sheets for more information.