University of Hawai‘i Community Colleges
Recording Articulated Credits Procedures
for Articulation Coordinators

Transfer Credit for High School Work that Meets all UHCC Course Student Learning Outcomes (SLOs), Requirements, and Assessments

1. Student Eligibility Requirements
   a. Each high school student must apply for admission and be accepted into the UHCC campus, her/his declared home institution, within two (2) years from high school graduation (e.g. graduate June 2009, must apply for articulated credits no later than the Spring 2011 semester).
   b. Have an official high school transcript showing grades and assessment scores sent to the home institution.
   c. The student must be currently enrolled in at least one (1) course offered by the UHCC home institution to which transfer credits are to be awarded in order to receive the articulated credit.
   d. The student must apply for transfer credits.

2. Procedures
   a. A “credit-by-exam” type of assessment will be administered at the high school by a HS teacher or a community college faculty member or at a UHCC campus. The assessment package may include fixed or short response items, essay questions, performance, learning portfolios, oral interviews, timings, business plans, or projects.
   b. The course grades and assessment scores of the students who are eligible for the articulated credit will be entered onto the Articulated Credit Log, an Excel spreadsheet (see sample attached) by the DOE high school (HS) or district CTE Coordinator.
   c. The HS or district CTE Coordinator will send the spreadsheet to one of the UHCC Articulation Coordinators listed in the articulation agreement.
   d. One copy of the Articulated Credit Log must be sent electronically or printed on legal-size paper and sent to the high school Registrar, who is the official custodian of records. The high school Registrar will establish procedures to record the assessment scores onto the students’ Visual Interpretation of Student Information (VISI), which is the students’ permanent record.
   e. The UHCC Articulation Coordinators will maintain a copy of the HS Articulated Credit Log spreadsheets and send a copy of the HS Articulated Credit Log spreadsheets to the UHCC System CTE Office to be compiled into a comprehensive database.
   f. The UHCC system office database will be used to confirm students’ eligibility for articulated credit and for data collection.
   g. The high school student will fill out the University of Hawai‘i Community College/Hawai‘i State Department of Education High School Transfer Request for Articulated Credits Evaluation Form and submit it to the UHCC Campus Articulation Coordinator. Copies of
this form will be made available at high school campuses as well as the community college campuses.

h. The UHCC Campus Articulation Coordinator or designee is responsible for confirming the course grade, assessment scores, and any other eligibility requirements as detailed in the Credit-by-Articulation Memorandum of Agreement or Dual Credit Articulated Program of Study Agreements.

i. The UHCC Campus Articulation Coordinator or designee will make copies of the completed High School Transfer Request for Articulated Credits Evaluation Form and forward to the ① Registrar (original), ② Department or Division Chair, Program Coordinator, or Designee, ③ Counseling Office, ④ Campus Articulation Coordinator (keep for own files), and ⑤ UHCC CTE Director to inform them that a student has requested transfer credits under an Articulation Agreement of Memorandum of Understanding.

Copies of the High School Transfer Request for Articulated Credits Evaluation Form may NOT be shared with anyone outside of the UH System due to FERPA regulations (http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). Aggregate data by campus and by course may be shared, as long as the student(s) cannot be identified.

j. The Admissions and Records Office will input the Transfer Credits after the “erase” and “drop” dates during the semester the student applied for the transfer credits. (See attached Banner procedures.) The Transcript Comments field will contain verbiage taken from the High School Transfer Request for Articulated Credits Evaluation Form, filled out by the UHCC Campus Articulation Coordinator or designee. Wording in Banner is critical for consistency; an example of Transcript Comments is “Credit by Articulation credit transferred.”

Appendices:
A-1 Articulated Credit Log
A-2 High School Transfer Request for Articulated Credits Evaluation Form
A-3 Banner Procedures (not to be shared with anyone)
A-4 Students’ Procedures to Access Star for Transfer Credits Records

CareerPathways/ArticulationProcess/BannerTransferProcedures/jh