



UNIVERSITY of HAWAII*
WINDWARD
COMMUNITY COLLEGE

Language Arts

Date: November 1, 2019

To: Kimi Kondo-Brown, Associate Dean
College of Languages, Linguistics, and Literature
University of Hawaii, Mānoa

Via: Charles Sasaki *[Signature]*
Interim Vice Chancellor of Academic Affairs

Via: Colette Higgins *[Signature]*
Dean of Division I and Academic Support

From: Keoki Faria, Lecturer, Hawaiian language *[Signature]*
Zachary Payne, Lecturer, Spanish language *[Signature]*
Akiko Swan, Lecturer, Japanese language *[Signature]*
Lance Uyeda, Language Arts Department Chair *[Signature]*

Subject: Policy on Hawaiian/Second Language Back Credits

Please evaluate the following policy on Hawaiian/Second Language back credits for equivalency with Mānoa executive policy M5.403. The policy was developed by Keoki Faria in consultation with Windward Community College and UHCC language faculty. The Language Arts Department voted in unanimous support of the policy at its November 1, 2019 meeting.

Windward Community College Policy on Hawaiian/Second Language Back Credits

All students (including native speakers of a language) with experience in another language other than English may earn "back credits." These students may take any WCC language course, appropriate to their level, in which there is significant use of that language. "Appropriate level" of a language will be determined by placement exam, department policy and/or the lead instructor of that language. "Significant use" of a language will be determined by the course content. Upon completion of this course, if students earn a letter grade of C (not C-) or better, they may receive between 3-16 back credits.

Implementation Guidelines:

Definition: Back credits are defined as credits received for previous language experience that do not qualify as transfer credits.

Eligibility: The back-credit policy applies to those students who entered the UH system in Fall 2001 or later.

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An Equal Opportunity/Affirmative Action Institution

One Language: Back credits may be earned for only **one language** of their choice and will be based on the first instance of taking a course for a letter grade in that language at WCC. A repeated or backtrack course is **not** eligible as a basis for back credits.

Placement/Competency Exam: In addition to appropriate course work, students may be required by the Language Arts department to take a placement or competency examination as part of the determination to earn back credits (e.g., appropriate placement in a course). See the Language Arts department for internal policies and procedures.

Grades: Back credits are earned with no grade assigned.

C or better (not C-): The language course a student places into must be completed with a grade of C or better (not C-). The grade of C or better (not C-) must be earned the first time the course is taken.

C/NC Grades and Credit by Exam: A grade of C/NC is not eligible for back credits. Students who have taken a language course with a **mandatory** C/NC grade, or who received credit by examination, may earn back credits if they satisfactorily complete an additional appropriate course determined by the Language Arts department. The course must be completed with a letter grade of C or better (not C-). Students with a "W" grade received for university language courses are not eligible for back credits when taking subsequent courses.

Number of Back Credits Earned: Only eight (8) back credits can be used toward completion of an AA degree. All the back credits will appear on a student's transcript, but only eight (8) can be used toward an AA.

Petition for Back Credits: Back credits are not automatically awarded. In order to receive back credits, students must complete a petition form. Forms are available through the Academic Affairs office and on-line through the WCC website. In general, a petition is submitted the semester after the student's satisfactory completion of the language course, but no later than one semester before graduation with an AA.

Transfer Credits:

1. Transfer credits are defined as credits received for previous language courses completed at another institute of higher education that articulate with WCC language courses.
2. Transfer credits accepted for language courses completed at another institution of higher education are not eligible as a basis for back credits.
3. Students who transfer credits from language courses taken at another institution are not eligible for back credits at WCC in that language.
4. Please see the WCC Policy for Transfer Credits for complete information regarding transfer credits. Access:
<https://windward.hawaii.edu/accreditation/policies/acceptance-of-credits-in-transfer-policy/>

Study Abroad Credits: Study abroad credits earned through approved non-WCC programs are treated as transfer credits and cannot be used as a basis for earning back credits. WCC Study Abroad credits may be eligible as a basis for back credits and approval of any back credits will be made by the Language Arts department on a case-by-case basis.

AP Credits: Courses for which AP credits are earned cannot be used as a basis for earning back credits.



Curriculum Proposal Review Levels

Proposal: Policy on Hawaiian/Second Language Back Credits




Curriculum Committee Chair

Date: 12/17/2019



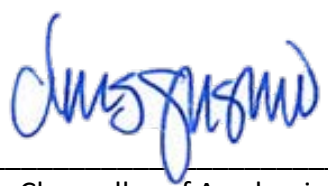
Faculty Senate Chair

Date: 1/14/2020




Division I Dean

Date: 9/11/20



Vice Chancellor of Academic Affairs

9/11/20
Date: _____



Chancellor

Date: 9/16/2020