

TRANSCRIPT EVALUATION GUIDELINES
Leeward Community College

1. For the A.A. Degree, at least 12 semester hours must be earned at Leeward CC to meet the minimum residency requirement. For the A.S. Degree, 12 credits in the major subject area must be earned at Leeward CC.
2. Grades earned must be “D” or better (not D-).
3. Transfer credits awarded for courses taken on a Credit/No-Credit basis or on a Pass/Fail basis may not be applied toward any program requirements for Leeward CC A.S. degrees or certificates or for any of the general education core requirements for the A.A. degree. Such transfer credits may be applied only toward elective credits and then, only if the transcript indicates that the Credit or Pass grade reflects course performance at the “D” grade or higher. See the section on grades in the Leeward CC Catalog.
4. As a general rule, transfer credit toward a Leeward CC degree or certificate will not be awarded for upper-division courses* unless the upper-division course has a Leeward CC lower-division course equivalent which may be applied to the Leeward CC degree or certificate. (*numbered 300 or higher under the UH System’s course numbering system.)
5. As a general rule, transfer credits will be awarded only for courses completed at regionally accredited institutions. Credits from other accrediting bodies maybe granted according to transfer credit requirements in effect at the time of evaluation. Credits earned at foreign, non-U.S. institutions will be evaluated on a case-by case basis for possible transfer credit.
6. Students may be granted only that number of credits per course which were actually earned at the other institution. Any quarter credits earned will be converted to semester credits; each quarter credit is only two-thirds of a semester credit.
7. Only credits applicable to the requested associate degree/certificate requirements are listed. Other credits might be applicable toward another associate degree/certificate; however, the student must request a separate transcript evaluation for any other Leeward CC degree/certificate sought. For courses completed within the UH system, all courses may be posted due to the automatic transfer process.
8. Student’s transcript evaluation is applicable only to the designated Leeward CC degree/certificate. It is not necessarily binding on subsequent colleges to which the student may transfer; each college will do its own transcript evaluation.
9. An *official* evaluation will be done using official transcripts mailed directly from the originating college/institution to the Leeward CC Admissions and Records Office. However, an *unofficial* (student copy) transcript may be used by a counselor to do a tentative, unofficial evaluation.
10. Students may submit a signed, written request, for Leeward CC to send a copy of his/her original transcript from a non-UH institution to another campus in the University of Hawaii System. Transcripts are kept on file for five years.
11. Questions regarding application of transfer credits and graduation requirements should be directed to the Counseling Office. Questions regarding course equivalencies should be directed to the Admissions and Records Office.