



UNIVERSITY  
of HAWAII®  
MĀNOA

## Transfer / UHM PBU Credits

Upon approval by the graduate program and the Office of Graduate Education (OGE), the following may be applied toward master's degree requirements:

- Credits earned for post-bachelor courses at an accredited institution of higher education,
- Credits earned as a post-bachelor unclassified (PBU) student at UHM. A PBU student is one who holds a bachelor's degree and who enrolls at the university as an unclassified student.

Please note:

- Doctorates — Transfer credits and UHM PBU credits are NOT applicable toward doctoral degree requirements.
- Graduate Certificates — Transfer credits are NOT applicable toward graduate certificate requirements. However, up to six UHM PBU credits may be applied.

To transfer credits or to apply UHM PBU credits, submit a petition to OGE Student Services. Note the policies below for master's degrees:

### **Deadline for Petition Submission**

For new master's students, submit the petition during the first semester of enrollment at UHM. For current UHM master's students who subsequently study at another institution and who plan to transfer the credits to UHM, obtain advance approval from the graduate program and OGE.

### **Required Supporting Documents**

Attach the following to the petition:

- An official transcript and transcript guide of the credits being transferred
- A course syllabus (if transferring credits to substitute for a required course)
- Certification by the graduate program as to the equivalent course level of credits (if transferring credits from a non-U.S. institution)

2540 Maile Way, Spalding Hall 353B  
Honolulu, Hawai'i 96822  
Telephone: (808) 956-8544, 956-8500  
Web site: [manoa.hawaii.edu/graduate](http://manoa.hawaii.edu/graduate)

An Equal Opportunity/Affirmative Action Institution

**Maximum Number of Transfer Credits**

Regardless of the number of credits transferred, more than half of the total number of credits used to fulfill master's degree requirements must be earned at UHM while enrolled as a graduate student. For example, if the master's degree requires 30 credits total, 16 or more credits must be earned at UHM while enrolled as a graduate student.

For non-UHM credits earned after enrolling at UHM as a graduate student, up to nine credits may be transferred, with advance approval by the graduate program and OGE.

Regardless of the number of credits transferred, the minimum residency requirements must be met.

**Conversion of Credits**

Quarter credits are converted to semester credits by using the formula:  $2/3 \times \text{quarter credits} = \text{semester credits}$ , rounding off to the lower whole number. Conversion is made by OGE Student Services.

**Minimum Required Grade**

For transfer credits from another institution, only credits with a grade of B or above are transferable. UHM PBU credits are subject to the same academic standards governing UHM graduate credits.

**Non-Transferable Credits**

- Credits with grades of S, Cr, and P or any equivalent grade
- Credits earned for directed reading/research (x99) or thesis
- Credits more than seven years old
- Credits taken while earning another degree that has been awarded or conferred

**Course Substitution Restrictions**

Transfer credits may not be used to fulfill practicum, seminar or thesis requirements, or more than half of the required courses numbered 600 and above.

## Petition to Transfer Credits

**Part I. To be completed by the student**

Name \_\_\_\_\_ UH ID No. \_\_\_\_\_  
LAST, FIRST, M.I.

Graduate Program \_\_\_\_\_ Degree Objective \_\_\_\_\_  
INCLUDE SPECIALIZATION IF APPLICABLE.

**Part II. To be completed by the graduate chair**

Name of Institution	Course Alpha, Number & Title	Term/Year	Credits	Grade	Alpha & Number of UHM Course to be Substituted

I certify that this petition is in compliance with the policies and instructions for this form.

Signature of Graduate Chair \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE EDUCATION ACTION**

Approved  Not Approved By \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

**C: Graduate Program**