



Credit Conversion Form

Honolulu Community College Application to Receive College Credit for Non-Credit PACE Workshops

Instructions

Only certain courses offered through the Early Childhood Education Program at Honolulu Community College have been articulated for conversion to credit hours. In some cases, a group or series of non-credit courses are equivalent to a credit course. In this case, no partial credit will be awarded if the entire series is not completed.

Students must complete the Student Application section of this form (Part I) and submit it to the PACE Office along with a University of Hawai'i System Application form, if necessary. The PACE Academic Coordinator will complete the Academic Coordinator Certification and forward it to the Program Dean. The form will then be submitted to the Honolulu Community College Student Records Office for posting of official credits earned.

If the request is not approved, the PACE Office will notify the student. If the request is approved, the credit course will be noted on the student's academic record, and will be shown with a "CR" (credit) grade. Letter grades will not be awarded.

PART I.

Student Application

Social Security Number: _____
 or Student I.D. Number _____ Name: _____

Mailing Address: _____

Have you ever completed credit courses at Honolulu Community College?

_____ No _____ Yes If yes, semester/year _____

Title(s) of non-credit course(s) completed:	Date(s) completed

I want to apply for college credit for the above course(s) which I completed in the PACE Program (non-credit) at Honolulu Community College. I understand, if approved, I will receive a "CR" grade for the credit course.

Signature: _____ Date: _____

PART II.

Academic Coordinator Certification

I certify that the student named in part I completed the specified non-credit course(s) listed in part III and achieved at a "C" level.

Academic Coordinator signature _____ Date _____

Capstone Averages:

PART III.

Program Dean Verification

This is to verify that the non-credit course(s) listed below have been approved for conversion from non-credit to credit and have been established as equivalent to HCC credit course(s) which is offered for 3 credits each.

Course	CRN	Semester / Year

Program Dean signature _____ Date _____

PART IV.

Records Office

Date posted _____ Initial _____