

**Memorandum of Understanding  
Between the University of Hawai'i at Mānoa and Kapi'olani Community College  
on Ka'ie'ie, a Degree Pathway Partnership Agreement**

This memorandum of understanding (MOU) summarizes an agreement between the University of Hawai'i at Mānoa (UHM) and Kapi'olani Community College (KCC) to promote cooperative, successful undergraduate educational experiences for students who attend both institutions through curricular and advising shared agreements. We are entering into this agreement to better serve students and to provide all students the information they need to transfer successfully from one institution to another to complete their academic goals.

**A. Purpose and Goals**

Through the Ka'ie'ie program, this Degree Pathway Partnership Agreement, UHM and KCC will cooperate to promote successful undergraduate educational experiences for students who wish to follow academic degrees begun at KCC and completed at UHM.

The goals of this partnership are to:

- Improve student access, success, and 4-year degree completion through broader use of existing technology and academic advising using STAR Journey and Degree Audits.
- Use resources at both institutions more efficiently and effectively to focus on transfer issues.
- To assist students with admissions information to make the process of moving from one campus to the next as smooth as possible.
- Expand student options for college-level success and curriculum by expanding on-campus services from UHM and KCC.

**B. Program Identification**

Representatives from the Offices of the Vice Chancellor for Academic Affairs at UHM and Kapi'olani Community College will:

1. Identify high student interest programs on each campus that might benefit from an articulation agreement and work with the faculty in these programs to develop curricular suggestions and advising materials to facilitate transfer between the two institutions.
2. Identify faculty members in each selected program on each campus who will coordinate and serve as the advisor for students considering transfer programs.
3. Establish an advising network to facilitate between the two institutions. The advising network, overseen by the Chief Academic Officer or her/his designee, will include an admissions counselor at UHM; a transfer advising contact at each campus responsible for the coordination of information and the smooth operation of the network; professional advisors/counselors at each campus; and faculty contacts in each department at each campus. General advising services such as the First Year Advising Center and the Professions Advising Center at UHM will be available to all Ka'ie'ie students.

### **C. Recruitment and Admissions**

The Ka'ie'ie Program is a dual-enrollment, dual-admission program for students pursuing their first four-year undergraduate degree who are accepted at UHM but choose to begin their degree at KCC. Eligibility for UHM is determined by two sets of criteria:

1. **Students who are eligible for acceptance at UHM upon admission.** These students may choose to be accepted at UHM, pay the application fees, but declare KCC their home institution and take their courses at KCC.
2. **Students eligible for acceptance at UHM upon transfer.** These students may be accepted to UHM via the transfer process, but once accepted, may choose to continue taking classes at KCC and indicating KCC as their home institution. Transfer requirements are unchanged from current policies, but once admitted through the Ka'ie'ie Program, students need not go through any subsequent application or approval process, on the condition that they maintain a minimum 2.0 GPA, and are in good academic standing at both institutions. Students who have been placed on probation, suspension, or dismissal at either campus may be readmitted to the Ka'ie'ie Program after returning to good academic standing at both campuses.
  - a. Once program articulation has been completed, students at Kapi'olani Community College will be eligible for access to academic advising through the First Year Advising Center at UHM using STAR and the completed Degree Audits to plan future course taking. An Admissions counselor will also be identified to work specifically with KCC students on admission and transfer issues. Students will be offered the option of selecting curriculum requirements at the time of admission to any UH campus, or at the time they are officially accepted into a program.
  - b. Recruitment of students will be the responsibility of both institutions; however, UHM will have access to all KCC student email addresses to share information regarding curriculum development and transfer policy requirements. Interested KCC students' email accounts will also be forwarded to future potential academic majors so students can receive the latest newsletters, and updated course information.
  - c. Students will select their program upon formal acceptance to the Ka'ie'ie program. Ka'ie'ie students are dual-enrolled and thus will not need to be prorated for focus when transferring between campuses.

### **D. Program Articulation and Advising**

1. The management of the Ka'ie'ie Program and resulting articulation agreements between the two institutions will be coordinated through the Chief Academic Officers or their designees at each institution.
2. Students admitted under the Ka'ie'ie Program will be offered advising by the faculty member identified as responsible for coordinating the program on the KCC campus so that they can design a course of study to complete the agreed upon prerequisite courses prior to transfer to UHM.

- a. Issues relating to articulation, class content, or other curricular matters will be resolved by the Chief Academic Officers or their designees at each institution in consultation with departments and faculty and in keeping with policies and procedures.
- b. Students admitted under the Ka'ie'ie Program will be afforded e-mail access to the faculty member coordinating the program on the UHM campus. Major departments at both campuses will receive lists of their majors by the end of the second week of the semester; lists of majors will include and identify all Ka'ie'ie students. Major departments will include Ka'ie'ie students in all departmental communication and events.
- c. Using MyUH Portal, KCC students under the Ka'ie'ie program will be able to register for UHM courses during UHM's continuing students' registration period in the semester in which they transfer to UHM; once at UHM, they will continue to register with their UHM class.
- d. Students admitted under the Ka'ie'ie Program will be flagged in Banner by the UHM Chief Academic Officer or her/his designee to facilitate the tracking and monitoring of these students as they progress through their program.
- e. Students admitted under the Ka'ie'ie Program will be subject to all UHM's General Education, graduation, college and program-specific degree and major requirements.
- f. Ka'ie'ie students will be encouraged to engage fully in the educational experience offered at each campus and will have the benefit of UHM's advising initiatives, including regular advising and timely declaration of major.
- g. Academic services will be provided by students' primary campus.

## **E. Program Benefits**

1. Students admitted under the Ka'ie'ie Program will be eligible to apply for scholarships and grants offered to UHM students upon transfer to UHM.
2. Students admitted will be afforded the same privileges afforded all first year transfer students.
3. Students admitted under the Ka'ie'ie Program will be eligible for on-campus academic advising by a UHM student academic service member, who will work closely with students at KCC.
4. Upon approval by ASUH Mānoa, Ka'ie'ie students will pay student fees at their primary campus and have the option of paying student fees at the second campus as well, which will provide Ka'ie'ie students access to all activities and services covered by student fees. Ka'ie'ie students will be issued a special ID card that will grant full access to the libraries, campus culture events, and sporting events at both campuses.

5. Ka'ie'ie Program students will have met all entry criteria and will be pre-approved to take UHM courses in the degree programs they identified. Upon transfer to UHM, Ka'ie'ie Program students will be eligible for Financial Aid from UHM.
6. Upon transfer to UHM, Ka'ie'ie students will access services at the First Year and Transfer Center to formally change their home institution.
7. For purposes of access to library materials at both institutions, students admitted under the Ka'ie'ie Program will be coded in the library users database as being enrolled in both institutions. Students will receive housing, health services, and student employment from their primary campus.

#### **F. Marketing**

Promotional plans and materials will be subject to approval by each institution.

#### **G. Implementation**

The Chief Academic Officers of both campuses, or their designees, will form and oversee a representative committee to work out the details and implementation of this agreement. The committee will include faculty, academic advisors/counselors, admissions officers, student affairs and any others the CAOs deem appropriate.

#### **H. Program Evaluation**

The Chief Academic Officers of both campuses, or their designees, and the Implementation Committee will be responsible for monitoring the curricular alignment of courses in the majors, defining and implementing measures for assessing the effectiveness of the Ka'ie'ie Program and its impact on student success, reporting to the respective Senates and adjusting the Ka'ie'ie Program informed by the data on program effectiveness.

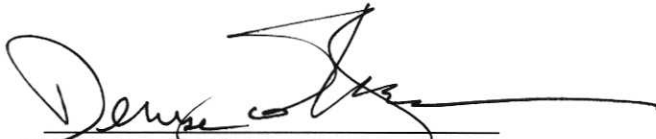
#### **I. Terms and Termination**

1. This agreement shall not create any rights in any third parties, specifically any students participating in the program. The only parties to this agreement are UHM and KCC.
2. The terms of the agreement are subject to prevailing University policies.
3. Amendments to this agreement must be in writing and approved by the designated representative of each institution.
4. Either party may terminate this agreement for cause by giving written notice to the designated representative at least 90 days prior to the commencement of a new academic term.

**J. Signatures**


University of Hawai'i at  
Mānoa

Kapi'olani Community College



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Denise E. Konan  
Interim Chancellor



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Leon Richards  
Interim Chancellor

Date: May 10, 2007