University of Hawai'i Community Colleges
For Lecturers Homebased at Kapi'olani Community College
Lecturer Step Placement Update Form

UH ID: _____ Name: _____

Please add the following information to my lecturer step placement record:

1. Credits I have taught at campuses other than those within the UH Community College system: **NOTE: Official documentation of courses taught must be attached to this form in order to receive credit.** Documentation must verify the year, semester, course alpha, course number, course title, and credits for each class taught. Examples of acceptable documentation include official memoranda from a Dean or other academic official, 5Bs or PNFs or Form 6s (both assignment and termination), or any other documentation which verifies the required information. By itself, a document dated before the class begins is not adequate.
2. Advanced degree credit. NOTE: Official transcripts that verify the completion of all degree requirements should be sent directly from the granting institution to the Dean's office.

| Period of Employment | | Course Alpha | Course Number | Title | # of Sections | Creditable teaching experience—include all credits in UH system* | | Non-UH System Credits (25 cr limit) (Name Institution) | | Ofc. Use |
Year	Sem/ Qtr					Credits	Campus	Credits	Inst.	

*(Credits taught at UHM/UHH/UHWO/CCES/Etc) [____] # of Credits + [____] + [____] = [____] Total

Creditable advanced degree (25 cr) ❏ is in my personnel file ❏ was requested on _____
(date)

Submit by October 15 for Spring semester update and by March 15 for Fall. Step placement updates will be based on information submitted by these deadlines.

I certify that these credits were taught subsequent to my initial placement and are not duplicative of information previously provided to any other UH Community College campus.

_____   _____
Signature of Lecturer   Date

FOR OFFICE USE ONLY: Date of last update: _____ Total credits as of last update: _____

Non-UH Credits approved as of last update: _____ Credits approved this update: _____

Total cumulative credits: _____ Step Placement: _____ Effective (Sem/Yr): _____

_____   _____
Signature of Dean   Date

Revised
3/17/16