

**HAWAII COMMUNITY COLLEGE  
OFFICE OF THE CHANCELLOR**

**HAW 5.503  
Revised: July 25, 2006<sup>1</sup>**

**Credit/No Credit Policy**

Purpose:

The purpose of this policy is to define the purpose of the Credit/No Credit (grading option) and expectations regarding student achievement.

Background:

The College's practices in this area were reviewed by the Academic Affairs Committee and the Faculty Senate in 1996. The Senate's recommendations were submitted on February 7, 1997. The revised policy was approved and became effective with the Fall 1997 semester.

In Fall 2005, the Education Policy Committee recommended a revision to the policy to the Academic Senate. The Academic Senate approved the revision at the October 2005 meeting.

Policy:

The Credit/No Credit option is maintained to encourage students to broaden their education by taking courses outside of major requirements without affecting their grade point average. No grade points are given for courses taken under this grading option. Course credit is awarded for courses completed at Hawai'i Community College with certain restrictions.

Students may take a maximum of two courses per semester on a Credit/No Credit basis provided that they are not on academic probation. A maximum of 12 credits from courses taken with the Credit/No Credit option can be applied toward satisfying the requirements for graduation.

Students majoring in a vocational/technical program are not permitted to take a major required course for Credit/No Credit, except when the only grading option offered is Credit/No Credit. Liberal Arts (AA Degree) majors may utilize the Credit/No Credit option to satisfy area and elective requirements.

To qualify for credit, the work of the student must be at least at the "C" grade level. Please note that some colleges, graduate schools, professional-awarding agencies and employers may not allow this option and/or may recalculate the earned credit as a "C" grade and the earned "NC" grade as an "F" grade. If in doubt, it is best to take a course for a regular letter grade, not for Credit/No Credit.

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Revised Policy issued by: *Rockne Freitas, Chancellor*

<sup>1</sup>Supercedes HAW 5.503, February 25, 1997 and October 2005