

## Transfer Credits to KCC

To transfer credits to Kapiolani Community College (KCC) from a college or university outside the UH system:

- Send official transcript copies to Kekaulike Information and Service Center (KISC). Hand-carried or faxed transcripts and scores will not be accepted.
- Submit the Transcript Evaluation Request Form to have your transcripts, including UH system transcripts, evaluated.

To receive Advanced Placement (AP) or College-Level Examination Program (CLEP) credits, submit official scores to KISC. KCC uses the same AP and CLEP scores as UH Manoa for general education courses. Submit the Transcript Evaluation Request Form to have your scores evaluated. For more information, see "Advanced Placement Credit", "UHM Advanced Placement Exams", College-Level Examination Program", or "UHM College-Level Examination Program" under the Related Links section.

## Evaluation Process

Generally, an evaluation is done after you have enrolled at KCC and upon receipt of a completed Transcript Evaluation Request Form and official transcripts or scores. Completed evaluations are mailed to you and posted on MyUH Portal's Transcript section.

KCC accepts credits from institutions fully accredited by U.S. regional accrediting associations, provided that such credits are substantially equivalent to courses at KCC and have been completed with a grade of "D" (not "D-") or better.

Only course credits are accepted in transfer. Grades and grade points from other institutions do not transfer.

Please forward all transcript evaluation (both domestic and international) request inquiries to [kapteval@hawaii.edu](mailto:kapteval@hawaii.edu)

## Transfer Credit Search Website

KCC uses the UHM Transfer Credit Search website as a guide to evaluate general education credits. For more information, see the Related Links section. (Caution: the website is not routinely updated.)

For transfer credit information from within the UH system, please see Office of the Vice Chancellor for Academic Affairs, "UHM Articulated Courses" under the Related Links section.

For more information, contact your program advisor. Refer to the "Advising & Counseling Directory" under the Related Links section for contact information.