

Articulation Agreement between
 AMERICAN SAMOA COMMUNITY COLLEGE
 and
 ALFRED STATE COLLEGE
Health Information Technology/Medical Records

Based on our mutual concern for providing students with the opportunity to receive a quality education in their chosen field that might otherwise be unavailable to them, American Samoa Community College and Alfred State College subscribe to the following agreement.

Following detailed discussion and exchange of information among personnel representing each institution, it was determined that there is sufficient similarity between courses required in the *Health Information Technology/Medical Records* curriculum at Alfred State College and the courses offered at American Samoa Community College that a one-plus-one agreement can be established. Students may complete one year of study at American Samoa Community College and subsequently transfer full credit to Alfred State College, said credit being fully applicable to the *Health Information Technology/Medical Records* program, subject to the guidelines listed below.

- Transferable courses:

<u>ASCC Courses</u>		<u>Credits</u>	<u>Alfred State College Courses</u>		<u>Credits</u>
BIO 250	Anatomy and Physiology I	4	BIOL 1404	Anatomy and Physiology I	4
BIO 251	Anatomy and Physiology II	4	BIOL 2504	Anatomy and Physiology II	4
ENG 151	Freshman Composition	3	COMP 1503	Freshman Composition	3
ENG 150	Introduction to Literature	3	LITR 2603	Introduction to Literature	3
HEA 151	Medical Terminology	3	MEDR 1133	Medical Terminology	3
ICT 150	Introduction to Computers	3	CISY 1003	Intro to Microcomputer Applications	3
MGT 250	Principles of Management	3	BUAD 3153	Fundamentals of Management	3
SPH 153	Introduction to Speech	3	SPCH 1083	Effective Speaking	3
HIS 150	American History	3	HIST 1143	Survey of American History I	3
PSY 150	Introduction to Psychology	3		Gen Ed Social Science Elective	3
SOC 150	OR Introduction to Sociology				
PED xxx	Physical Education elective	<u>1</u>	HPED 8000	Physical Education	<u>1</u>
	TOTAL	33			33

- Time to Complete Degree:

The curriculum offered at SUNY/Alfred normally requires four semesters of study plus one summer session. Acceptance of the 33 credits listed above requires 38 credits to be completed at Alfred State College. These remaining credits and the course offerings at Alfred State College permit a transferring student to fulfill the curriculum requirements with two additional semesters (30 credits) plus one summer session (8 credits) at Alfred State College if courses are completed satisfactorily. However, due to the large number of credits to be completed at Alfred State College, students transferring with a Quality Point Index of less than 3.00 may require three semesters and one summer at Alfred State College.

- Professional Practice Experiences

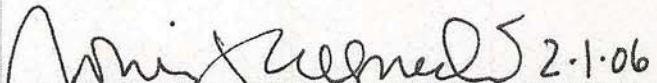
Students matriculated in the Health Information Technology/Medical Records (HIT) program will be placed for professional practice experiences in a health care facility as close to the student's home as possible. Students who complete professional practice experiences in a health care facility located outside of the United States of America may incur additional costs associated with liability insurance that the College is required to maintain on each student. Such costs vary depending on the location of the professional practice experience.


- Quality Point Index:


With a Quality Point Index (Cumulative Index) of at least 2.0 and passing grades in all transferable courses at American Samoa Community College, the student is guaranteed acceptance into the *Health Information Technology/Medical Records* program at Alfred State College.

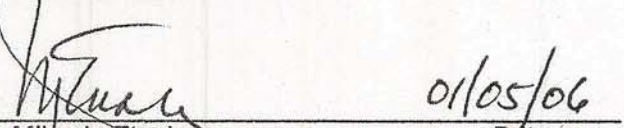
For Alfred State College:


For American Samoa Community College:


 Robert J. Albrecht
 Vice President for Academic Affairs
 Date 2-1-06


 Seth Galeai
 Vice President
 Date 1/6/06


 Joanne Cepelak, Dean
 School of Arts & Sciences
 Date 1-18-06


 Mikaele Etuale
 Acting Dean of Academic Affairs
 Date 01/05/06


 John Buckwalter, Chairperson
 Physical & Life Sciences Department
 Date 1/17/06


 Rosevonne Pato, Chairperson
 Department of Health & Human Services
 Date 1/5/06



RECEIVED
6/5/08

Max Checketts
Vice President for Academics
Brigham Young University – Hawaii
BYUH #1977
55-220 Kulanui St.
Laie, HI 96762

May 29, 2008

Dr. Seth Galea'i
President,
American Samoa Community College
P.O. Box 2609
Pago Pago, American Samoa 96799

Aloha Dr. Galea'i!

We'd like to thank you for your consideration of this Transfer Agreement between Brigham Young University – Hawaii and American Samoa Community College. This is your copy to keep. Thank you for your time and we wish you all the best in your Academic endeavors.

Mahalo and Aloha!

Vice President for Academics

FWD copy
TO Dean of ~~Academics~~
PCH

2008-2009 TRANSFER AGREEMENT

BRIGHAM YOUNG UNIVERSITY-HAWAII

and

AMERICAN SAMOA COMMUNITY COLLEGE

Revised May 1, 2008

TRANSFER AGREEMENT

Students attending American Samoa Community College who complete their Associate of Arts (AA) degree will have met the BYU Hawaii General Education (GE) requirements with the exception of the *Interdisciplinary Studies* capstone course.

Additional aspects of the transfer agreement are as follows:

- Credit will also be granted for courses with a C- grade or better which apply to the major.
- Credit for courses of a remedial nature (usually numbered 99 or below) will not be transferable.
- Students who apply to BYU-Hawaii with less than an Associate Degree will have their college courses evaluated on a course-by-course basis to determine equivalencies. Only courses with grades of C- or better will be accepted for credit.



Max Checketts, PhD.

Vice President for Academics

BYU-Hawaii/ASCC ARTICULATION AGREEMENT

Brigham Young University-Hawaii (BYUH) and American Samoa Community College (ASCC) Articulation Agreement.

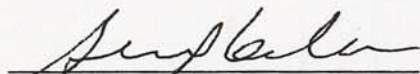
In joint support of the education of the people of American Samoa, BYUH and ASCC have maintained an agreement in which students may enroll at ASCC and earn up to two years of credit toward their degree requirements at BYUH. The first part of this agreement acknowledges that the AA degree awarded by ASCC is recognized at BYUH. The general education requirements for the AA degree are consistent with the general education philosophy and requirements at BYUH. Therefore, any student completing an AA degree at ASCC with a satisfactory grade point average will be enrolled with junior status at BYUH. In addition, all of the freshmen and sophomore level general education requirements at BYUH will be met by the completion of the AA at ASCC.

BYUH is sponsored by the Church of Jesus Christ of Latter-day Saints and therefore encourages members of the church to take advantage of this agreement. To support the matriculation of LDS students at ASCC as their first step toward BYUH, local LDS leaders offer Institute of Religion courses for ASCC students.

In addition to the general agreement regarding the AA degree and general education requirements, the two institutions have established a two plus two agreement for a major in political science. Students who have completed the AA degree at ASCC with the proper choice of political science courses will enroll as juniors in political science at BYUH. They will be able to complete their BA program in an additional two years if they so choose.

These agreements are considered a first step in a continuing dialog between the two institutions. Future agreements may include specific course-by-course articulation and possibly additional two plus two agreements.

This agreement is updated on May 2, 2008



Dr. Seth Galea'i

Acting President, American Samoa Community College



Dr. Max Checketts, PhD.

Vice President for Academics



Chaminade University
OF HONOLULU

September 28, 2009

Dr. Irene T. Helsham
Dean of Academic Affairs
American Samoa Community College
P.O. Box 2609
Pago Pago, AS 96799

Dear Dr. Helsham:

I hope this letter finds you well.

I am forwarding to you two copies of the articulation agreement. Please return a signed copy to the Office of the President, Dr. B. Ploeger,

Best regards,


Joy Bouey
Dean of Enrollment Management



Chaminade University OF HONOLULU

ARTICULATION AGREEMENT BETWEEN CHAMINADE UNIVERSITY OF HONOLULU AND THE AMERICAN SAMOA COMMUNITY COLLEGE

I. INTRODUCTION

This agreement was developed in order to allow students who have successfully completed selected courses at American Samoa Community College to have those courses apply toward meeting the established degree requirements at Chaminade University of Honolulu. It establishes guidelines for the transfer of students and the transfer of academic credit between our respective institutions.

II. OBJECTIVES AND BASIC PRINCIPLES

Articulation is undertaken for the benefit of students who desire to transfer between our respective institutions in order to meet their educational objectives. The objectives of articulation are to assure that the transfer student is prepared for work at the new campus, that a degree earned through matriculation at two or more institutions is comparable to a degree earned through matriculation at a single campus, and that the transfer process works smoothly for the student.

The curricula of our respective institutions are a reflection not only of the variety of programs of study, but also mirror the knowledge, skills, interest, and educational philosophy of the faculty, staff, and administration. The established curricula are not static entities, but rather are constantly being refined and changed. Unless special provisions are made to accommodate students, these changes can prove to be a formidable barrier to the smooth transfer of students from one campus to another.

The continued articulation of the curricula between Chaminade University and American Samoa Community College is a complex matter which must involve faculty, staff, and administration. To assure that the process of program articulation functions smoothly, we are committed to the following general principles:

1. **Documentation.** The specifics of articulation between our respective institutions shall be detailed in a formal written agreement signed by appropriate administrators. This agreement shall be subject to regular review, evaluation, and revision.
2. **Coordination & Communication.** Changes in degree requirements, curricula, and other academic policies at Chaminade University which affect students transferring from American Samoa Community College will be coordinated with American Samoa Community College. Major changes in degree requirements at Chaminade University shall be announced as soon as they are approved, published in the next General Catalog, and implemented in the academic year to which that catalog applies.

3. **Continuity.** "Grandfather" provisions in academic policy and curriculum changes should be applicable to students enrolled at American Samoa Community College as long as they maintain continuous registration in an articulated program of study. Provision shall be made for medical exceptions to continuous registration by appeal to the Associate Provost for Day Undergraduate Programs of Chaminade University.
4. **Accountability.** Chaminade University and American Samoa Community College will each designate a single individual as being responsible for dealing with articulation issues which may arise as a result of this agreement.

III. POLICIES

A. Transfer of Students

Students not originally admitted to Chaminade University may transfer upon completion of requirements for admission and notification of acceptance, or after the completion of 12 credits in college transfer courses from American Samoa Community College with a cumulative GPR of 2.0 or higher for all of the transfer level courses completed, providing they also meet any special requirements for admission to the program to which they wish to transfer.

B. Transfer of Academic Credit

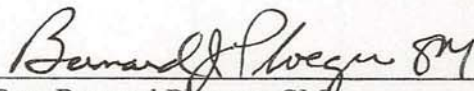
Academic credits which are comparable in terms of the nature, content, and level of credit offered by Chaminade University shall be transferable.

1. Up to 90 semester hours of credit may be transferred toward any baccalaureate degree. However, only credit necessary for the completion of the degree program selected by the student will be accepted for application to the degree. All students are required to complete at least 45 semester hours of upper division credits prior to graduation from Chaminade University. Depending on the student's previous course work, transfer credits accepted toward the degree may vary from 60 to 90 for a student already possessing a bachelor's degree.
2. Credit for remedial, technical, vocational courses (generally, courses numbered below 100), or courses of a professional nature taken at American Samoa Community College will not be transferable. These courses are specified in the List of Non-Transferable courses.
3. Credit for courses numbered 100-299, taken at American Samoa Community College, will transfer into the baccalaureate degree program provided they do not violate a basic campus policy or degree requirement. Specific applicability of transfer courses to general education requirements is detailed in the General Education Transfer Course List which will be reviewed every 5 years.
4. It is expected that all degree requirements will be completed within a ten-year period. Courses completed more than ten years before enrollment at Chaminade may be accepted for general education requirements and electives after the student has satisfactorily completed 15 semester hours at Chaminade for an associate degree or 30 semester hours at Chaminade for a baccalaureate degree. To satisfy the general education requirements in the sciences, however, transfer credits may be over ten years old but not over fifteen years old. Transfer credits over ten years old intended to fulfill requirements in the major field of concentration must be evaluated by an advisor in that discipline. Students may be asked to repeat courses taken more than ten years before graduation when those courses have changed greatly in content or standards.

5. Only credits earned with a grade of "C" or better will transfer; the "CR" or "P" is not transferable unless it is equivalent to a grade of "C" or better.
6. Baccalaureate level credits earned at another institution and accepted by American Samoa Community College must be evaluated by Chaminade University staff before acceptance is assured. There shall be periodic meetings of appropriate staff from our respective institutions to discuss practices and procedures in this area.
7. The student's grade point average ratio (GPR) is not transferable to Chaminade University.
8. Chaminade University general education requirements that are in effect at the time a degree-seeking student enrolls at American Samoa Community College shall apply to that student for a period of at least three years while pursuing that degree, providing the student maintains continuous registration, and does not elect to choose general education requirements modified by Chaminade University subsequent to admission. A student transferring to Chaminade without a missing semester (except for reasons described in Section II, 3) is considered to be a continuing student.

IV. ENDORSEMENTS

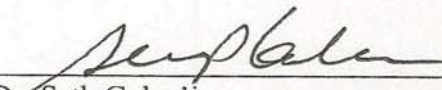
For Chaminade University of Honolulu:



Bro. Bernard Ploeger, SM
President

9/28/09
Date

For American Samoa Community College:

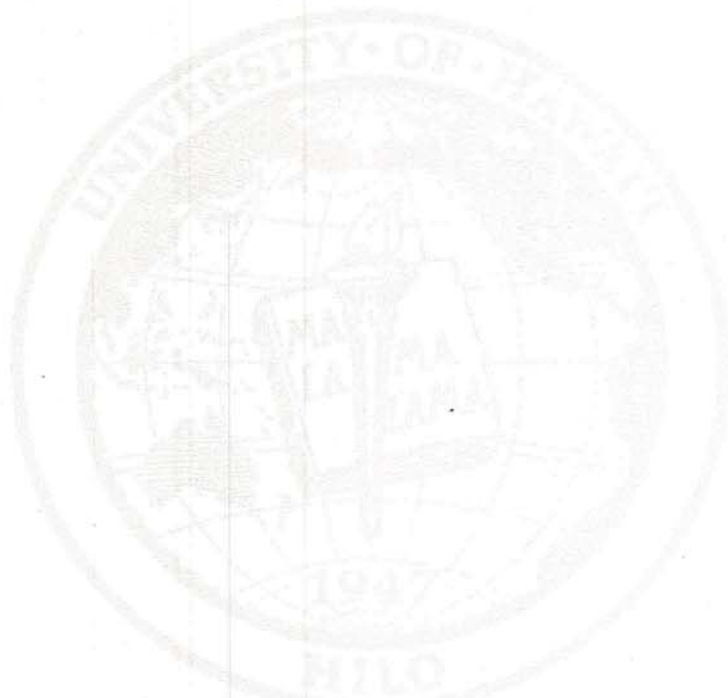


Dr. Seth Galea'i
President

10/16/09
Date

UNIVERSITY OF HAWAII AT HILO

Office of the Vice Chancellor for Academic Affairs



February 16, 2010

Hello Irene,

The two Memorandum of Understanding documents have been signed by our Vice Chancellor for Academic Affairs and our Chancellor. Please have President Seth Galeai and Vice President of Academic and Student Affairs Kathleen Kolhoff sign the two original documents. You may keep one original for your records and send the other signed original back to the University of Hawaii at Hilo Office of the Vice Chancellor for Academic Affairs.

Mahalo,

Micah Glasgow

American Samoa Community College

RECEIVED
03/02/10

Office of the Dean of Academic
Affairs *CEOR*

MEMORANDUM OF UNDERSTANDING

between the

UNIVERSITY of HAWAI'I AT HILO

and

AMERICAN SAMOA COMMUNITY COLLEGE

This memorandum of understanding (MOU) summarizes agreements between the University of Hawai'i at Hilo (UH Hilo) and American Samoa Community College (ASCC) to cooperatively promote successful educational experiences for students from both institutions. UH Hilo regards students from the Pacific region as an important population and recognizes the mutual benefits of the articulation and transfer of courses with ASCC. The following understandings will guide this effort, until modified or amended.

Purpose and Goals

1. Attract qualified students from ASCC and facilitate their transition to UH Hilo.
2. Provide curricular and advising information for students who wish to pursue a bachelor's degree or become eligible to apply to professional programs at UH Hilo.
3. Encourage and improve articulation between academic programs at both institutions.

Terms of the Agreement

1. **Admissions Requirements:**
 - **Regular Undergraduate Degree Programs:** ASCC students must meet the following requirements to be admitted to a regular bachelor's degree program at UH Hilo:
 - Complete at least 24 transferable credits with a minimum GPA of 2.0.
 - Non-native speakers of English must earn a score at least 500 on the TOEFL or complete Eng 251 with a grade of C or above.
 - **English Language Institute:** ASCC students who are non-native speakers of English who have not taken Eng 251 or have not scored at least 500 on the TOEFL will be considered for admission to UH Hilo's English Language Institute (ELI). The ELI program is a non-credit intensive English language program in which students improve their English reading, writing, listening, and speaking skills. Students admitted to the ELI program take an English Proficiency Test upon arrival in Hilo and are required to successfully complete certain English courses before beginning their studies in a regular bachelor's degree program.

2. Transfer Recommendations:

- ASCC students are strongly encouraged to remain at ASCC until they have earned an associate degree. ASCC students who enter UH Hilo with an Associate of Arts degree will have fulfilled UH Hilo's General Education requirements, except for some majors that have specific General Education requirements. ASCC students are advised to complete Eng 251 prior to transferring to UH Hilo. They will have fulfilled their English composition requirement at UH Hilo.
- ASCC students planning to major in business administration or a natural science (e.g., computer science, biology, marine science,) or pursue admission to the College of Pharmacy are advised to develop strong mathematical skills by taking Math 250. A strong foundation in mathematics is essential for success in these programs.

3. Program Articulation and Advising:

A list of all ASCC courses and their UH Hilo equivalencies is posted on the UH Hilo Admissions website

http://www.uhh.hawaii.edu/studentaffairs/admissions/documents/American_Samoa_CC_0020.pdf and will be updated as UH Hilo receives new catalogs.

4. Support Services:

- UH Hilo is committed to providing support services that promote and facilitate the success of students. Students who transfer to UH Hilo from ASCC will be eligible for all support services on campus, including tutoring, mentoring, advising, and counseling. UH Hilo will make special efforts to outreach to ASCC transfer students and encourage them to take advantage of the services available.

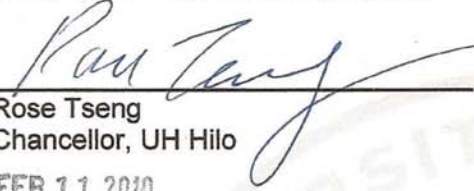
5. Administration and Management:

- The management of this agreement will be coordinated through the Chief Academic Officers or their designees at each institution. Changes in the courses, programs, or policies at either institution should be communicated to the Chief Academic Officers or their designees at each institution, which may result in modifications or amendments to the terms of the agreement.
- The Chief Academic Officers at each institution will identify programs on each campus that might benefit from an articulation agreement and work with the faculty in these programs to develop degree pathways and advising materials to facilitate transfer between the two institutions.

- This agreement will be in effect from the date signed below and will continue thereafter for a period of five years, at which time the agreement may be reviewed and revised or reissued as agreed upon by both parties. The agreement may be terminated by either party at any time provided that the other party is given prior written notification.

UNIVERSITY of HAWAI'I AT HILO

AMERICAN SAMOA COMMUNITY COLLEGE




Rose Tseng
Chancellor, UH Hilo
FEB 11 2010

Date



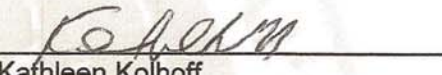
Seth Galeai
President, ASCC
3/1/10

Date



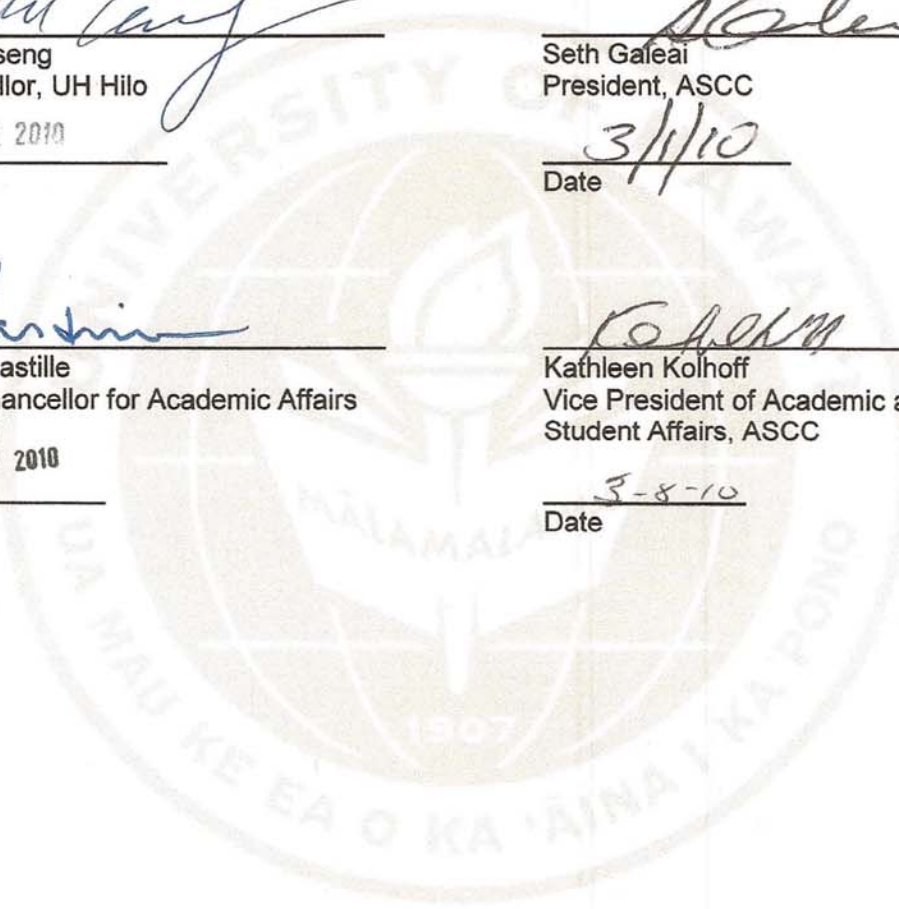
Philip Castille
Vice Chancellor for Academic Affairs
UH Hilo
FEB 08 2010

Date



Kathleen Kolhoff
Vice President of Academic and
Student Affairs, ASCC
3-8-10

Date



**Transfer Agreement and Articulation Guide
Between
University of Hawai'i at Mānoa and American Samoa Community College**

We, the undersigned representatives of the public institutions of the University of Hawai'i at Mānoa and American Samoa Community College, adopt the following agreement.

A student who completes an Associate of Arts degree based on baccalaureate oriented sequence at American Samoa Community College, a Western Association of Schools and Colleges accredited institution, and whose program of study has met both American Samoa Community College graduation requirements for an Associate of Arts and the University of Hawai'i at Mānoa transfer credit guide, will be accepted with junior standing and will have satisfied the general education requirements for the University of Hawai'i at Mānoa, minus the completion of the Language and Focus designation classes. Students transferring to the University of Hawai'i at Mānoa who have not completed an Associate of Arts degree will be given general education credit for any articulated general education course per the University of Hawai'i at Mānoa and American Samoa Community College articulation agreement.

This voluntary commitment reaffirms the intent to cooperate with sister colleges and universities in matters of student transfer and articulation for the ultimate benefit of all transfer students from American Samoa Community College and the University of Hawai'i at Mānoa.

POINTS OF CLARIFICATION

1. This Agreement applies only to Associate of Arts transfers from American Samoa Community College, a Western Association of Schools and Colleges accredited school.
2. Transfer students accepted for admission at the University of Hawai'i at Mānoa with an Associate of Arts degree from American Samoa Community College will be guaranteed admission with no additional fees assessed on their AA degree transfer credits and given junior standing with the understanding that:
 - a) The University of Hawai'i at Mānoa Schools and Colleges has the right to determine admission standards to the various majors offered in their organizations.
 - b) American Samoa Community College transfer students are subject to the same institutional assessment policies and procedures as resident students of the University of Hawai'i at Mānoa.
3. General Education is defined as follows:

General Education should be a modern, flexible, diverse and multicultural curriculum supported by excellent teachers, classrooms, and information technology. The University of Hawai'i at Mānoa's special and global distinction is found in its Hawaiian, Asian and Pacific orientation. The academic program structure and research enterprise take special advantage of Hawai'i's unique location, physical and biological environment, and cultural setting.

The General Education Core and Graduation requirements develop a deeper appreciation of the complexities and potentialities of the human experience from the perspectives of the arts, humanities, and the natural and social sciences while encouraging an understanding of imagination and creativity through the application of abstract and intuitive thinking.

The following distribution of courses corresponds to the General Education requirements at the University of Hawai'i at Mānoa and will be accepted as having satisfied the general education

requirements if students from American Samoa Community College take the following distribution of University of Hawai'i at Mānoa articulated agreement courses.


A minimum of 31 credit hours of general education with the distribution in the following fields will be required. General education hours totaling less than 31 hours will be accepted, but American Samoa Community College transfer students must complete the remainder of this requirement before graduation for the University of Hawai'i at Mānoa .

Foundations – 12 total credit hours	
Global & Multicultural Perspectives	6 credits, two courses
Symbolic Reasoning	3 credits, one course
Written Communications	3 credits, one course
Diversification – 19 total credit hours	
Arts, Humanities, & Literatures	6 credits, from 2 of these areas
Social Sciences	6 credits, from 2 different departments
Biological Sciences	3 credits
Physical Sciences	3 credits
Science Laboratory	1 credit

Transcripts of students fulfilling the requirement of this agreement will be appropriately coded by the sending institution, American Samoa Community College. Additionally, all students must complete the Focus courses (5 written, 1 oral, 1 ethics, and 1 Hawaiian) and Hawaiian/Second Language for completion of the degree as directed in their College or School at the University of Hawai'i at Mānoa.

4. The University of Hawai'i at Mānoa retains the right to define the requirements of a baccalaureate degree, additional courses, not in the transfer agreement, may be required.
5. Other associate degrees and certificates may be awarded for programs which have requirements different from the baccalaureate-oriented sequences of a primary objective other than transfer. Students in such programs wishing to transfer to the University of Hawai'i at Mānoa are to be considered outside the terms of this agreement. Students in some programs to include but not limited to Technology, Engineering, Nursing and Architecture programs may be considered outside of this agreement. It is recommended that a 2+2 and 2+3 year arrangement be developed for the above programs of study. Acceptance of course credit for transfer from such programs will be determined by the University of Hawai'i at Mānoa on the basis of application of the courses to the baccalaureate program in the major field of the student. Credit for equivalent technical courses may be granted on a case by case basis by departmental examination.
6. Transfer students preparing for teacher certification must meet the general education requirements as outlined by the Hawai'i state Board of Education. Teacher certification requirements have been incorporated into the degree requirements at the University of Hawai'i at Mānoa via a previous Memorandum of Agreement between American Samoa Community College and the University of Hawai'i at Mānoa College of Education.
7. Foreign Language and Focus class (Written, Oral, Ethics, and Hawaiian) requirements are viewed as graduation requirements and are part of the general education requirements for the purposes of this agreement.
8. A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.
9. For ASCC students that are non-native English speakers, additional classes from TOEFL and/or ELI may be required for success in completion of a baccalaureate degree.
10. For ASCC students who are non-citizens, I-20's will need to be issued for transfer to the University of Hawai'i at Mānoa.

11. The spirit of the Agreement indicates that American Samoa Community College transfer students are to be judged academically in the same way as non-transfer students at the University of Hawai'i at Mānoa.
12. This agreement will be reviewed by both parties every 5 years to ensure meeting General Education hallmarks and transferability of credits.

 12-10-08

VIRGINIA S. HINSHAW Date
Chancellor
University of Hawai'i - Manoa

 10/21/08

SETH P. GALEA'I Date
President
American Samoa Community College



UNIVERSITY
of HAWAII
MĀNOA

Ronald E. Cambra, PhD
Assistant Vice Chancellor

Office of the Assistant Vice Chancellor
for Undergraduate Education
2600 Campus Road, QLCSS 213 Honolulu, HI 96822

Phone: (808) 956-6231 Fax: (808) 956-2191
Email: cambra@hawaii.edu