



UNIVERSITY of HAWAII
LEEWARD
COMMUNITY COLLEGE

September 27, 2017

MEMORANDUM

To: Manuel J. Cabral
Chancellor, Leeward CC

VIA: Della Teraoka
Vice Chancellor for Academic Affairs, Leeward CC

VIA: Curtis Washburn
Dean of Student Services

FROM: Faculty Senate, Leeward CC

SUBJECT: Motion 17.55: Proposal to Change The Date of Letter Grade to Credit/No Credit option

At the September 20, 2017 Leeward Community College Faculty Senate meeting, senators discussed and voted on the following motion.

Motion 17.55: The Faculty Senate's Student Affairs Committee moved to change the date that students can change from a letter grade option to a credit/no credit option from the first week of classes to the last day to withdraw.

Justification: Allowing students the option to change from a letter grade to credit/no credit (CR/NC) at the last date to withdraw (W) provides some students one more option with respect to their education. Currently, students must select this option by the end of the first week of classes. Leeward CC is the only UH community college that does not allow students this option up to the final withdrawal period. UH Manoa, (last day to withdraw without a "W"), and UH Hilo (one week after last day to withdraw without a "W"), also allows students more time to change from a letter grade to CR/NC. Only UH West Oahu has the same date as Leeward CC, which is the end of the first week of classes.

Leeward CC ASUH discussed this issue on April 18, 2017 and voted to approve the extension of the date to change a letter grade to CR/NC.

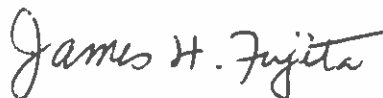
Risks of Changing from a Letter Grade to CR/NC:

- Students enrolled in a Certificate program may not use the CR/NC option to meet program requirements.
- Students in the Associate in Arts program must limit the use of this option for elective courses only.
- Students in the Associate in Science or Associate in Applied Science program may use the option only for electives that fall outside the major field of study (e.g., Arts and Humanities or Social Science electives taken by Accounting majors).
- No more than 12 credits may be taken on a CR/NC basis for any degree program.
- VA benefits will not pay for CR/NC courses (if there is an option for a letter grade).
- To earn a CR, students must pass the course with a grade of “C” or higher.
- Some colleges, graduate and professional schools, employers, and scholarship and fellowship awarding agencies may not recognize this option or may recalculate the “CR” as a “C” grade and the “NC” grade as an “F” grade.

These risks have always existed. This motion is intended to allow some students to have an additional option. When the Maka‘ala Program call goes out for “Consider Withdrawing,” some students will be able to select CR/NC instead of risking an “F” or withdrawing. This motion will also align Leeward CC with the majority of other UH system campuses which allows students to change from a letter grade option to a credit/no credit option at the later final withdrawal date rather than the first week of classes.

The Leeward Faculty Senate voted to approve this motion on September 20, 2017 with the requisite two-thirds or more Faculty Senators in approval.

Sincerely,



James H. Fujita
Faculty Senate Chair, Leeward CC