MEMORANDUM

TO: Kathleen French  
    Curriculum Committee Chair

FROM: Patti Chong

DATE: February 10, 2015

SUBJECT: Repeatable Courses

ACTION:
1. This is a request to add the “Repeatability Statement” to the catalog descriptions for courses created during and after the transition to the online course database. The update is to make the faculty proposer’s original intent of how many credits may be applied to the Associate’s degree “visible” to students, faculty, and staff.

   Repeatability Statement currently in the catalog: ______ credits may be applied to the AA degree.
   An example: ART 123 Six credit may be applied to the AA degree.
   If it is a course where the content may change, then the statement was modified to ______ credits may be applied to the AA degree (with different topics).
   An example: HWST 296 Nine credits may be applied to the AA degree (with different topics).

2. Online course database form #30. Maximum number of credits acceptable towards the AA Degree
   In the process of copying the course information from the hard copy “Proposal to Initiate, Modify or Delete a Course” form to the online course database form; the number inserted was not necessarily accurate. This memo would update #30 to reflect the faculty proposer’s original intent.

3. The repeatability statement was created when Windward Community College (WCC) had only the Associate in Arts degree. Now there are more two-year degrees. I propose that we expand the application of the repeatability statement to all WCC 2-year degrees’ electives which are not designated for specific courses. This would change the repeatability statement to:
   a. All courses except Topics Courses: May be repeated up to ______ credits.
   b. Topics Courses: May be repeated up to ______ credits with different topics.

HISTORY:
The hard copy Course Proposal Modification form did not have a place to indicate if the course was repeatable for credit. Instead there was a repeatability statement which indicated how
many credits could be applied to the AA degree. Currently the statement reads: “Six credits may be applied to the AA degree.”

When the campus changed from hard copy to an online course proposal form, #30 “Maximum number of credits toward AA degree” was created. This was a field in Banner, the Student Information System, that the UH System purchased. In this conversion, the repeatability statement was not added to the course description and #30 had no matching item on the old form. For most courses, a student can only receive credit once for the course.

RATIONALE FOR CHANGE:
❖ The change in the catalog will implement the faculty proposer’s original course proposal.
❖ The repeatability statement in the catalog is the only venue to inform the students, faculty, and staff how many times a course credit may be applied to a degree.

RECOMMENDED ACTION

To add the “Repeatability Statement” to the catalog descriptions for courses created during and after the transition to the online course database. The update is to make the faculty proposer’s original intent of how many credits may be applied to degrees “visible” to students, faculty, and staff.

This was discussed at the Department Chairs Meeting on Friday, December 5, 2014

Approved by: [Signature] 2/10/2015
Curriculum Committee Chairperson

[Signature] 2/17/2015
Faculty Senate Chairperson

[Signature] 2/18/2015
Vice Chancellor of Academic Affairs

[Signature] 2/18/15
Chancellor

Attachment: Repeatability 11.7.14 Spreadsheet