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# CREDIT POLICY

In order for Waiākea High School (WHS) students to earn credits toward high school graduation, they must adhere to the following.

## High School Credit Courses

1. High school credit course taken at a Hawaii DOE School or approved DOE Program
  - a. Examples:
    - E-School
    - Hawaii DOE Summer School
  - b. Discuss with WHS Counselor
  - c. Register for courses with WHS Counselor consent
  - d. Hawaii DOE School or approved DOE Program will input credits earned directly to the transcript or will send official grade reports to the registrar directly.
  
2. High school credit course taken at a Non-Hawaii DOE School
  - a. Examples
    - St. Joseph High School Summer School
    - Kamehameha Schools Summer School
    - Online Schools (accredited)
  - b. Prior to registering for the course
    - Discuss with WHS Counselor
    - Complete a **Credit Request Form**
      - Present the course description and/or syllabus to Registrar
      - Provide reason for taking the course (Especially for courses offered at WHS)
      - Registrar will submit the request to the Principal and notify student/parent of the decision

*\*\*Note - If approval is not received, credit may not be awarded at the completion of the course.*

  - c. If the Principal approves the request
    - Register for the course
    - Submit course schedule or confirmation of registration to the Counselor and Registrar before the first day of instruction
    - Present an Official Transcript or Official Report Card within 2 weeks of the culmination of the course to the Registrar
    - Registrar will post course and credit(s) to the transcript
  - d. If the Principal does not approve the request
    - Students can still register for the course, but no high school credit will be earned

## College/University Credit Courses (Dual Credits)

Dual credits can be earned by high school students who are enrolled in college classes. Both credit(s) toward high school graduation and a college degree can be earned by taking and passing the college class(es).

1. Running Start and/or Early College (<https://www.hawaii.edu/dualcredit/>)
  - a. Hawaii DOE students who enroll in college courses through the following process:
    - Grade level requirement
      - Running Start - 11th or 12th grade
      - Early College - promoted to grade 10 or higher

## CREDIT POLICY (CONTINUED)

- Application
  - Early College Only - Submit a WHS Early College Application and WHS Early College Student and Parent Consent form (from Counselor or Early College Coordinator)
  - Apply to the Dual Credit Application (online)
  - Submit and print the completed form
    - Acquire required signatures (parent, student, WHS Counselor, WHS Principal)
    - Submit signed form to the appropriate UH System School Office
  - Complete the UH System Application form
  - Submit application to the appropriate UH System School Office
  - Watch for a notification letter in the mail
- Register for the approved college class(es) during the UH System School registration window
- Submit a copy of UH System School schedule to the WHS Counselor and Registrar before the first day of instruction
- UH System School course(s) will appear on your WHS Course Schedule as a Running Start/Early College course. **\*Dual Credits must be entered into student schedules for credit to be earned.**
- Report Grades within 2 weeks of course completion
  - Early College - Hawaii Community College will send grade reports directly to the Registrar upon course completion.
  - Running Start - Submit a copy of the STAR report, Report Card, or Transcript to the Registrar.

### 2. Other College Courses

- a. Examples
    - University or College courses taken through Non-Hawaii DOE Schools (Kamehameha Schools, Liliuokalani Trust, Catholic Charities, Alu Like, etc.)
    - Any College or University course taken independently
  - b. Prior to registering for the course
    - Discuss with Counselor
    - Complete a **Credit Request Form**
      - Present the course description and/or syllabus to Registrar
      - Provide reason for taking the course
      - Registrar will submit the request to the Principal and notify student/parent of the decision
- \*\*Note - If approval is not received, credit may not be awarded at the completion of the course.*
- c. If the Principal approves the request
    - Register for the course
    - Submit course schedule or confirmation of registration to the Counselor and Registrar before the first day of instruction
    - Course(s) will appear on your WHS Course Schedule as an approved course. **\*Dual Credits must be entered into student schedules for credit to be earned.**
    - Present an Official Transcript or Official Report Card within 2 weeks of the culmination of the course to the Registrar
    - Registrar will post course and credit(s) to the transcript
  - d. If the Principal does not approve the request
    - Students can still register for the course, but no high school credit will be earned.

Failure to comply with these procedures will result in no high school credit being earned.