UNIVERSITY OF HAWAIʻI
MEMORANDUM OF AGREEMENT

HONOLULU COMMUNITY COLLEGE
UNIVERSITY OF HAWAIʻI-WEST OʻAHU

Associate in Applied Science in Administration of Justice
Bachelor of Arts in Public Administration with a Concentration in Justice Administration

The purpose of this agreement is to facilitate the transfer of Administration of Justice students from Honolulu Community College to the University of Hawaiʻi-West Oʻahu. Students who complete the articulated Associate in Applied Science (AAS) degree in Administration of Justice (AJ) program at Honolulu Community College (HCC) may transfer to the University of Hawaiʻi-West Oʻahu’s (UHWO) Bachelor of Arts (BA) in Public Administration with a Concentration in Justice Administration.

Students must graduate from Honolulu Community College with the articulated AAS degree in Administration of Justice (AJ) and be identified as Articulation Agreement students to be eligible for the benefits of this Agreement. Students transferring to UHWO without graduating with the Articulated AAS degree in AJ at HCC will be required to complete additional coursework for the BA degree at UHWO. Students who transfer to UHWO with the articulated AAS degree from HCC will be granted junior or senior standing at UHWO, even if college-level coursework taken to complete the articulated AAS degree was transferred in from outside of the UH system.

Requirements for the Bachelor of Arts in Public Administration degree are listed on the attached Advising Sheet and additional requirements are listed as Attachments. Both form the basis for this Agreement; subsequent changes to the curricular requirements of the program may require revisions to this Agreement.

**Leave of Absence**

- Identified students who complete the articulated AAS degree at Honolulu Community College and complete the semester prior to the leave of absence at UHWO are eligible to take a one semester leave of absence, in accordance with the terms and conditions of UHWO’s Leave of Absence Policy. Upon return, students need not reapply for admission and may resume coursework under the articulation agreement in effect upon their semester of leave.

JUSTAD Articulation 1 of 10
• Identified students who complete the articulated AAS degree at HCC and choose to enroll in the Police Academy during the course of completing the articulation at UHWO must attach a written request to the Leave of Absence form, stating their intent to enroll in the Police Academy. Approved students will be granted a two consecutive semester leave of absence by UHWO. Upon return, students need not reapply for admission and may resume coursework under the articulation agreement in effect upon their first semester of leave. If elected, students will have exhausted their two semester leave of absence limit at UHWO.

• Students who do not enroll at UHWO upon completion of the AAS degree at HCC and do not apply immediately for a Leave of Absence under this articulation agreement option, will be subject to the most current requirements in effect upon their return to the program.

Under the terms of this Agreement, Honolulu Community College agrees to:

1. Require students to complete 30 credits in AJ courses.
2. Submit a letter of notification to the UH West O‘ahu Student Services Office, Attention Registrar, signed by a counselor or faculty advisor and place a notation on the advisor notes in STAR, both of which identify AAS in Administration of Justice students who have completed, or are in the process of completing this UH West O‘ahu articulation option.
3. Identify an advisor at Honolulu Community College who will partner with UH West O‘ahu advisor(s) and follow the Advisement Document to ensure timely and accurate advising information on pre-admission, admission, degree requirements, and other relevant advising information [Initially Marilynn Ito-Won].
4. Identify a Honolulu Community College faculty member who will serve as the faculty advisor to students who are part of the articulation [Initially Burt Chang].
5. Meet with UH West O‘ahu faculty and/or administration as needed to discuss potential and planned curricular changes.

Under the terms of this agreement, the University of Hawai‘i-West O‘ahu agrees to:

1. Reduce the number of Public Administration credits required from 42 to 30. The 30 credit Public Administration core must be completed (including Capstone PUBA 486 or WI PUBA 490). 12 credits of upper division concentration coursework, normally required for the Justice Administration Concentration, will be waived.
2. Provide access to academic advisor(s) at UH West O‘ahu who will partner with Honolulu Community College and follow the Advising Sheet to ensure timely and accurate advising information on pre-admission, admission, degree requirements, and other related advising information.
3. Identify an academic advisor at UH West O‘ahu who will assist Justice Administration articulation option students with program exceptions to the requirements listed on the Advising Sheet designated for this articulation option [Initially Kelly Ching]
4. Identify a UH West O'ahu faculty member who will serve as the faculty advisor to students who are part of the articulation option [Initially Gary Helfand]
5. Advise students on additional Bachelor degree or Certificate options available that may augment educational and/or career opportunities.
6. Inform students about the UH West O'ahu Leave of Absence policy for students who a) enroll in the Police Academy and/or b) take a break in enrollment at UH West O'ahu while following this articulation.
7. Meet with Honolulu Community College faculty and/or administration as needed to discuss potential and planned curricular changes.

This Articulation Agreement is effective beginning Fall 2011 and is based on the General Education and Focus requirements in effect at UHWO for the Fall 2011-2012 academic year. It will remain in effect through the Spring 2015 semester and will be subject to review following the Spring 2014 semester. Students identified/declared as pursuing the articulation option beginning Fall 2011 or later will be required to follow the most recent Articulation Agreement in effect. The University of Hawaiʻi-West O’ahu will continue to honor prior Agreements for identified/declared students who are in the process of completing their BA degree under prior Agreement requirements. This Articulation Agreement will be subject to a mandatory review every two years and may be continued, revised or discontinued with the consent of both parties.

Approvals

University of Hawaiʻi-West O’ahu

[Signature]
Gene K. Awakuni, Chancellor

[Signature]
Joseph R. Mobley,
Interim Vice Chancellor for Academic Affairs

Honolulu Community College

[Signature]
Mike Rota, Chancellor

[Signature]
Erika Lacro,
Vice Chancellor for Academic Affairs

Date of Agreement: May 2011 Effective Semester: Fall 2011

Original: 05.17.02
Revised: 05.19.08
Revised: 04.11.11

JUSTAD Articulation 3 of 10
HONOLULU COMMUNITY COLLEGE
Associate in Applied Science in Administration of Justice
University of Hawai‘i-West O‘ahu Articulation Option Requirements

NOTE: Students must refer to the Advising Sheet (Attachment IV) for specific Articulation Option Requirements to judiciously select coursework that satisfies both HCC AAS requirements AND UHWO BA requirements within this Articulation Agreement Option

Required Administration of Justice Courses (15 credits)
3 AJ 101 Introduction to Administration of Justice
3 AJ 138 Criminal Justice System Reports and Communications
3 AJ 200 Procedures in the Hawai‘i Justice System
3 AJ 221 Introduction to Criminal Law
3 AJ 224 Rules of Evidence

Additional Administration of Justice Program Electives (15 credits)

*Choose from any 100 level or above AJ courses offered (except AJ required courses AJ 101, 200, 138, 221, and 224)

General Education Requirements (12 credits)
3 ENG 100 Composition I
3 MATH 100 Survey of Math or higher level math
3 SP 151 Personal and Public Speech
3 ICS 100 Computing Literacy and Applications OR
3 ICS 101 Tools for the Information Age

Choose 3 courses total: one from each different group (Groups A, C, and D) (9 credits)*
3 (Group A) Understanding the Natural Environment Elective (Must be DB or DP)
3 (Group C) Understanding the Social Environment (HCC General Education course or UHWO elective)
3 (Group D) Understanding and Appreciating World Cultures and Values (FG course-A, B or C)

*Consult a counselor to select appropriate coursework that satisfies the Articulation Agreement Option

General Electives (9 credits)*

*Consult a Honolulu Community College counselor to select appropriate coursework that satisfies the Articulation Option

Total Minimum Credits: 60
UNIVERSITY OF HAWAI’I-WEST O'AHU
Bachelor of Arts in Public Administration with a Concentration in Justice Administration
Requirements for Honolulu Community College AAS-AJ Graduates Enrolled in the UH West O'ahu Articulation Option
Catalog Year 2011-2012

NOTE: Students must refer to the Advising Sheet (Attachment IV) for specific Articulation Option Requirements
to judiciously select coursework that satisfies both HCC AAS requirements AND UHWO BA requirements within
this Articulation Agreement Option

Core Public Administration Courses (27 credits)
3 PUBA 306 Principles of Public Administration
3 PUBA 310 Research Methods in the Public Sector
3 PUBA 313 Communication Skills for Administrators
3 PUBA 340 Administrative Decision-Making
3 PUBA 341 Statistics for Decision-Making for Public Administration
3 PUBA 351 Human Resources Administration
3 PUBA 414 Public Communication Campaigns
3 PUBA 475 Administrative Law
3 PUBA 486/490 Senior Project (486) or Administrative Practicum (490)

Concentration Requirement (3 credits)
3 PUBA 409 Legal Foundations of Justice Administration

Upper Division Electives (12 credits)*
*Consult with a Faculty Advisor to select appropriate coursework to meet educational goals and objectives (i.e. obtaining a
Certificate in Disaster Preparedness and Emergency Management or Forensic Anthropology)

Justice Administration Upper Division Social Science Requirement (3 credits)
Choose ONE course from this list:
3 ANTH 459 Forensic Investigations
3 ANTH 460 Advanced Techniques in Forensic Anthropology
3 ECON ___ Any upper-division course
3 POLS 316 Constitutional Law
3 POLS 330 American Politics
3 PSY 353 Conflict Resolution
3 PSY 371 Abnormal Psychology
3 PSY 373 Counseling Skills
3 PSY 474 Culture and Mental Illness
3 PSY 475 Psychology of Healing
3 PSY 480 Organizational Behavior
3 SOC 329 Organizations, Individuals, and Society
3 SOC 334 Deviant Behavior*
*(recommended for JUSTAD students)
3 SOC 411 Aging in Mass Society
3 SOC 431 Juvenile Delinquency
3 SOC 434 Criminology

* Students may opt to take PUBA 341 Statistics for Decision-Making for Public Administration, or SSCI 301 Methods and Techniques in Social
Science Research to satisfy the upper division statistics requirement. BUSA 320 Statistics for Decision-making may also be taken only if
MTH 103 College Algebra or higher is completed with the grade of "C" or better.
General Education requirements (16-19 credits)

3  ENG 200 Composition II or equivalent
3  Upper division Social Sciences elective: (satisfied by UHWO PUBA Social Science Elective requirement)
3  Natural Sciences elective: Student should consult with a UHWO Student Services Advisor. Fulfillment of this requirement is dependent upon the designation of the Natural Sciences elective taken at HCC. Requirement is 3 credits Biological Science (DB) and 3 credits Physical Science (DP).
1  Natural Sciences Lab Required (DY)
3-6  Foundations Multicultural Perspectives: 6 credits from coursework designated FGA, FGB, or FGC, from two different groups (3 credits only required if HIST 151, 152 or REL 150 is taken from Group D at HCC)
3  Upper division elective: one course that also fulfills the UHWO Ethics Focus requirement for graduation*

UHWO Graduation Requirements (Additional requirements can be found in the UHWO General Catalog)
- General Education core (Foundations and Diversification) and Focus requirements (Hawaiian, Asian and Pacific Issues; Oral Communication; Contemporary Ethical Issues and Writing-Intensive Coursework) are met*
- Upper division credits must include 3 courses of Writing Intensive (WI) coursework to meet UHWO graduation requirements; a minimum of six credits of upper division WI must come from coursework outside of Capstone (PUBA 486 or 490)
- A minimum of 120 total credits must be earned, which includes a minimum of 45 upper division credits
- A minimum of 30 credits must be earned at UHWO
- 2.0 overall GPA, 2.0 UHWO GPA, and 2.0 concentration GPA

*Focus requirements in Oral Communication and Contemporary Ethical issues have been waived for the 2010-2011 and 2011-2012 academic years. Students who are enrolled in this Articulation Agreement Option at UHWO during these academic years will not be required to meet these graduation requirements.
UNIVERSITY OF HAWAI‘I – WEST O‘AHU

Bachelor of Arts in Public Administration with a Concentration Justice Administration
Articulated to the Associate in Applied Science in Administration of Justice at Honolulu Community College
General Education, Focus and Writing Skills Requirements
Catalog Year: 2011-2012

General Education 31 credits:

Foundations Requirement:
- Written Communication (FW):
  ENG 100 Composition I
- Symbolic Reasoning (FS):
  MATH 100 Survey of Math or higher level math
- Global & Multi-cultural Perspectives:
  6 credits in FG; 2 different groups represented (FGA, FGB, FGC)
  Group A: Primarily before 1500 CE: HIST 151, ANTH 151
  Group B: Primarily after 1500 CE: HIST 152, ANTH 152,
  GEOG 102
  Group C: Pre-History to Present: REL 150

Diversification Requirement:
- Arts, Humanities & Literature:
  6 credits in DH, DA, or DL with 2 different groups represented
- Social Sciences:
  3 credits (AJ 101 satisfies one course requirement)
  3 credits at the upper division level (satisfied with PUBA-Justice Administration Social Science Requirement (from list)

Natural Sciences:
- Biological Sciences (DB):
  Total 7 credits
- Physical Sciences (DP):
  Natural Sciences elective requirement (DB)
- Science Lao (DY):
  Elective requirement (DP)
  Complete one lab as part of either the DB or DP requirement

Focus Requirement:*
- Oral Communication (OC):
  Designated Speech requirement at HCC or designated Oral Communication courses at any UH campus. Can also count as a DA, DH, or DL
- Ethics (ETH):
  Recommended that students take coursework at the upper division level at UHWO to satisfy this requirement
- Hawaiian, Asian, Pacific (HAP):
  Courses designated by HCC or any UH campus as Hawaiian, Asian and Pacific issues courses. Can also count as a DA, DH, or DL

Writing Skills Requirement:
- Writing Intensive Requirement (WI):
  ENG 200 Composition II or equivalent coursework (e.g. ENG 210 or 215)
  9 credits at the upper division level; no more than 3 credits from Capstone (PUBA 486/490)

*Focus requirements in Oral Communication and Contemporary Ethical Issues have been waived for the 2010-2011 and 2011-2012 academic years. Students who are verifiably enrolled in this Articulation Agreement Option during these academic years only will not be required to meet this UHWO graduation requirement.
Bachelor of Arts in Public Administration, Justice Administration

This student advising sheet is for tracking purposes of 2011 and later HonCC AAS AJ students only. If you have any questions or need academic advising, please contact the Student Services Office at UHWO please call (808) 454-4700 or toll-free from the neighbor islands at (866) 299-8656. The **bold, italicized text** denotes courses that are likely to be taken during the HonCC AAS AJ program.

### GENERAL EDUCATION REQUIREMENTS (28 lower division credits, 0 upper division)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Alpha/Number/Title</th>
<th>WI or Focus</th>
<th>Semester Completed</th>
<th>Grade</th>
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<tbody>
<tr>
<td>3</td>
<td>Foundations Written Communication (FW)</td>
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<tr>
<td></td>
<td><strong>ENG 100 Composition [HonCC]</strong></td>
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<tr>
<td>3</td>
<td>Foundations Symbolic Reasoning (FS)</td>
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<td><strong>MATH 100 or higher [HonCC]</strong></td>
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<td>3</td>
<td>Foundations Multicultural Perspectives (FG): 6 credits from two different groups (A, B, C):</td>
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<td></td>
<td>Group A: Primarily before 1500 CE (e.g., HIST 151 or ANTH 151) [or any FG, HonCC, elect]</td>
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<td>Group B: Primarily after 1500 CE (e.g., HIST 152 or ANTH 152)</td>
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<td>Group C: Pre-history to present</td>
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<tr>
<td>3</td>
<td>Foundations Multicultural Perspectives (FG): Group different from above HIST 152 [FG which is not same group as above, HonCC, elect]</td>
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<td>3</td>
<td>Diversification Arts, Humanities &amp; Literature (DA, DH, DL): 6 credits from two different areas SP 151 [HonCC, elect]</td>
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<td>3</td>
<td>Diversification Arts, Humanities &amp; Literature (DA, DH, DL): Different from area above HWST 107 [HonCC]</td>
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<td>3</td>
<td>Diversification Social Sciences (DS): <strong>AJ 101 [HonCC]</strong></td>
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<td></td>
<td>*Diversification Social Sciences (DS): *credits counted &amp; requirement fulfilled in PUBA Social Science requirement [UHWO]</td>
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<td>3</td>
<td>Diversification Natural Sciences (DB, DP, DY): 3 credits from the biological sciences (DB) <strong>BOT 101 or any DB [HonCC]</strong></td>
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<td>3</td>
<td>3 credits from the physical sciences (DP)</td>
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<td>1</td>
<td>1 credit of laboratory (DY) <strong>BOT 101L or any DY</strong></td>
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### UHWO WRITING SKILLS REQUIREMENT (3 lower division credits, 0 upper division)

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<th>Credits</th>
<th>Course Alpha/Number/Title</th>
<th>WI or Focus</th>
<th>Semester Completed</th>
<th>Grade</th>
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<tbody>
<tr>
<td>3</td>
<td>**ENG 200 Composition II (or equivalent) <strong>ENG 210 [HonCC]</strong></td>
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### CORE REQUIREMENTS (24 credits upper division credits)

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<th>Credits</th>
<th>Course Alpha/Number/Title</th>
<th>WI or Focus</th>
<th>Semester Completed</th>
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<tr>
<td>3</td>
<td>PUBA 306 Principles of Public Administration</td>
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<td>PUBA 310 Research Methods in the Public Sector</td>
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<td>PUBA 313 Communication Skills for Administrators</td>
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<td>PUBA 340 Administrative Decision-Making</td>
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<td>PUBA 341 Statistics for Decision-Making in Public Administration</td>
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<td>PUBA 351 Human Resources Administration</td>
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<td>PUBA 414 Public Communication Campaigns</td>
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<td>PUBA 475 Administrative Law</td>
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### CONCENTRATION REQUIREMENT (3 upper division credits)

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<th>Credits</th>
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<th>WI or Focus</th>
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<tbody>
<tr>
<td>3</td>
<td>PUBA 409 Legal Foundations of Justice Administration</td>
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### PUBA SOCIAL SCIENCE REQUIREMENT (3 upper division credits)

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<th>WI or Focus</th>
<th>Semester Completed</th>
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<tbody>
<tr>
<td>3</td>
<td>Choose one course from the “PUBA-Justice Admin Social Science List” on page 3</td>
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### CAPSTONE REQUIREMENT (3 upper division credits)

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<th>Credits</th>
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<th>WI or Focus</th>
<th>Semester Completed</th>
<th>Grade</th>
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<tbody>
<tr>
<td>3</td>
<td>WI PUBA 486 Senior Project OR WI PUBA 490 Administrative Practicum</td>
<td>WI</td>
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### ELECTIVES (56 credits = 44 upper or lower division credits, 15 credits upper division)

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<th>Credits</th>
<th>Course Alpha/Number/Title</th>
<th>WI or Focus</th>
<th>Semester Completed</th>
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<tr>
<td>3</td>
<td>AJ 138 [HonCC]</td>
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<td>AJ 200 [HonCC]</td>
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<td>AJ 221 [HonCC]</td>
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<td>A224 [HonCC]</td>
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<td>AJ Elective [HonCC]</td>
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<td>ICS 100 or ICS 101 [HonCC]</td>
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<td>Any 100+ [HonCC, elect]</td>
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<td>Upper division (300+)</td>
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<td>Any 100+</td>
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### PUBA – Justice Administration Concentration List (Choose one course from below)

- PUBA 305 Managing Criminal Justice Agencies
- PUBA 309 Criminal Law and Procedures
- PUBA 315 Survey Techniques for Administrators
- PUBA 316 Constitutional Law
- PUBA 320 Correctional Administration
- PUBA 321 Probation, Parole, and Community-Based Corrections
- PUBA 322 Issues in Community Policing
- PUBA 324 Media, Violence, and Crime
- PUBA 326 Ethical Dilemmas in Criminal Justice
- PUBA 355 Labor-Management Relations
- PUBA 406 Contemporary Problems of Justice Administration in America
- PUBA 410 Issues in Criminal Investigation
- PUBA 411 Emergency Management and Disaster Preparedness
- PUBA 431 Juvenile Delinquency
- PUBA 432 Crime and Literature
- PUBA 434 Criminology
- PUBA 435 Domestic Violence
- PUBA 461 Social Dimensions of Disaster Response
- PUBA 496 Selected Topics in Public Administration (Justice Administration Topics)
- PUBA 499 Directed Reading and Research

◊ Students who are interested in the Certificate in Disaster Preparedness and Emergency Management may use only PUBA 411 and PUBA 461 towards their concentration requirement. The additional 12 credits required for the certificate may be used as upper-division elective.
PUBA – Justice Admin Social Science List (Choose one course from below)

- ANTH 459 Forensic Investigations
- ANTH 460 Advanced Techniques in Forensic Anthropology
- ECON ___ (any upper-division course)
- POLS 316 Constitutional Law
- POLS 330 American Politics
- PSY 353 Conflict Resolution
- PSY 371 Abnormal Psychology
- PSY 373 Counseling Skills
- PSY 474 Culture and Mental Illness
- PSY 475 Psychology of Healing
- PSY 480 Organizational Behavior
- SOC 329 Organizations, Individuals, and Society
- SOC 334 Deviant Behavior (recommend for Justice Administration students)
- SOC 411 Aging in Mass Society
- SOC 431 Juvenile Delinquency
- SOC 434 Criminology

Graduation Requirements:

(see the current UHWO catalog for any additional graduation requirements)

☐ 45 Upper Division Credits Minimum
☐ 120 Total Credits Minimum
☐ 30 UHWO Credits
☐ Focus Requirements - Ethics (ETH)*, Oral Communication (OC)* & Hawaiian, Asian Pacific Issues (HAP)
  *Fall 2010 - Spring 2012 students exempt from ETH & OC
☐ 3 Upper Division Writing Intensive Courses
☐ 2.0 UHWO GPA
☐ 2.0 OVERALL GPA
☐ 2.0 CONCENTRATION GPA