UNIVERSITY OF HAWAIʻI ARTICULATION AGREEMENT
Kapiʻolani Community College
Associate in Science degree in Hospitality & Tourism to the
University of Hawaiʻi-West Oʻahu Bachelor of Arts degree
in Business Administration with a concentration in General Business Administration

The purpose of this Agreement is to facilitate a smooth transition for students from the Kapiʻolani Community College (Kap CC) Associate in Science (AS) in Hospitality and Tourism program to the University of Hawaiʻi-West Oʻahu (UHWO) Bachelor of Arts (BA) in Business Administration program with a concentration in General Business Administration. This recommended pathway is designed to produce multiple entry and exit points to flexibly serve student career and educational objectives. In particular, this Agreement is part of the Mānanawai agreement between Kap CC and UHWO.

Students must graduate from Kap CC with the articulated AS degree in Hospitality and Tourism and be identified as eligible for the benefits of this Agreement. Students transferring to UHWO without graduating with one of the Articulated AS degrees at Kap CC will be required to meet catalog requirements upon admission to UHWO. While this academic pathway represents the most efficient coursework progression from the AS program at Kap CC through the BA program at UHWO, individual course substitutions may be made on a case-by-case basis when recommended courses are not available; however, all core, concentration, general education, focus, and graduation requirements must still be met in those individual cases.

Requirements of the articulated Associate in Science (AS) degrees and the Bachelor of Arts (BA) in Business Administration degree are provided as attachments and form the basis of this Agreement. Subsequent changes to the curricular requirements of these programs may require revisions to this Agreement.

As part of the Mānanawai agreement, and under the terms of this Agreement, the University of Hawaiʻi-West Oʻahu agrees to:

1. Identify academic advisors at UHWO who will partner with Kap CC’s advisors to ensure timely and accurate advising information on pre-admission, admission, degree requirements, and other related advising information.
2. Identify a UHWO faculty member who will serve as the faculty advisor to students who are part of this articulation in the General Business Administration concentration. [Initially Derrek Choy]
3. Inform students that financial aid may be available through whichever institution the student identifies as his/her home campus each semester (should they be enrolled at more than one institution in a given semester), and that students must follow the financial aid policies and procedures at that home school in order to be eligible for financial aid.

4. Meet with Kap CC faculty and/or administration minimally every two years, or on an as-needed basis, to discuss potential and planned curricular changes.

Under the terms of this Agreement, Kapi`olani Community College agrees to:

1. Submit notification to the UHWO Campus Registrar’s office, signed by a counselor or faculty advisor, which identifies AS in Hospitality and Tourism students who have completed, or are in the process of completing this articulated program.

2. Identify an advisor at Kap CC who will partner with UHWO advisors to ensure timely and accurate advising information on pre-admission, admission, degree requirements, and other relevant advising information. [Initially Sheryl Fuchino-Nishida]

3. Identify a Kap CC faculty member who will serve as the faculty advisor to students who are part of the articulation. [Initially Dave Evans]

4. Inform students that financial aid may be available through whichever institution the student identifies as his/her home campus each semester (should they be enrolled at more than one institution in a given semester), and that students must follow the financial aid policies and procedures at that home school in order to be eligible for financial aid.

5. Meet with UHWO faculty and/or administration minimally every two years, or on an as-needed basis, to discuss potential and planned curricular changes.

This Articulation Agreement is effective beginning Fall 2013 and is based on the General Education and Focus requirements in effect at UHWO for 2013-2014. This Agreement will be subject to review in Spring 2015 and may be continued, revised or discontinued with the consent of both parties. Should both parties agree to terminate the Agreement, UHWO will honor the Agreement stipulations for identified students currently enrolled in this articulation option at the time of termination.
Approvals

University of Hawai‘i-West O‘ahu

Rockne C. Freitas, Chancellor
Linda Randall, Vice Chancellor for Academic Affairs
Derrek G. Choy, Professor & Division Chair, Business Administration

Kapiʻolani Community College

Leon Richards, Chancellor
Louise Pagotto, Vice Chancellor for Academic Affairs
Dave P. Evans, Professor & Department Chair, Hospitality & Tourism Education
Sheryl Fuchino-Nishida, Associate Professor & Counselor, Hospitality & Tourism Education

Date of Agreement: October 18, 2013  Effective Date: Fall 2013

Original: 10.14.13
MEMORANDUM

October 11, 2013

TO: John Morton
Vice President for Community Colleges

FROM: Leon Richards
Chancellor

SUBJECT: Vacation

I will be out on vacation from Thursday, Oct. 17-21, 2013.

In my absence Louise Pagotto, Vice Chancellor for Academic Affairs, will be acting on my behalf and have signing authority on all matters.

LR: nm

cc Interim President David Lassner
Council of Chancellors
Administrative Staff/Department Chairs
Human Resources Office
Business Office
General Education Requirements – 28 credits (Note: some courses also meet other requirements):

FW 3  **Foundations Written Communication** – ENG 100 Composition I, or ESL 100

FS 3  **Foundations Symbolic Reasoning** – MATH from the following list: 103 College Algebra; 135 Pre-calculus: Elementary Functions; 140 Pre-calculus: Trigonometry and Analytic Geometry, or higher level math (Note MATH 103 is a Business Administration Major Requirement; MATH 103 or equivalent course with a grade of “C-” or better, or COMPASS math placement into MATH 135 or higher, is a pre-requisite to BUSA 320. Courses other than MATH 103 that meet the BUSA 320 pre-requisite will likely meet the Business Administration Major requirement. An academic adviser should be consulted for individual questions or concerns.)

FG 6  **Foundations Multicultural Perspectives** - Need 6 credits from two different groups (A,B,C):
   - Group A: (e.g. HIST 151 or ANTH 151)
   - Group B: (e.g. HIST 152 or ANTH 152)
   - Group C: (e.g. GEOG 151, MUS 107, GEOG 102, REL 150)

DA, DH, DL 3  **Diversification Arts, Humanities, Literature** - Need 6 credits from two different areas. HWST 100 Introduction to Hawaiian Culture – Meets DH requirement

3  **Diversification Arts, Humanities, Literature** – SP 151 Personal and Public Speech, or SP 251 Principles of Effective Speaking – Meets DA & OC requirements

DS 3  **Diversification Social Sciences** – Need 6 credits from two different areas. ECON 130 Principles of Microeconomics – Meets DS requirement

DS (3)  **Diversification Social Sciences** – BUSA 321 Business Finance (counted in Upper Division Business Core)

DB, DP 6  **Diversification Natural Science** – Need 6 credits (3 credits from the Biological Sciences (DB) and 3 credits from the Physical Sciences (DP)

DY 1  **Diversification Natural Sciences** – Natural Science Lab (DY)
**University of Hawai‘i – West O‘ahu**  
**Bachelor of Arts in Business Administration**  
(General Business Administration Concentration)  
**Lower Division Requirements**

**Lower Division Requirements for Hospitality and Tourism (34-36 credits):**  
<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>3</td>
<td>ICS 100 or 101</td>
<td>Computing Literacy and Applications or Digital Tools for the Information Age (fulfills BUSA 320 pre-requisite)</td>
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<tr>
<td>3-4</td>
<td>JPNSE 131</td>
<td>Japanese Conversation and Culture or LANG 101 or higher or LANG 131 or higher</td>
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<tr>
<td>3</td>
<td>HOST 100</td>
<td>Career &amp; Customer Service Skills</td>
</tr>
<tr>
<td>3</td>
<td>HOST 101</td>
<td>Introduction to Hospitality &amp; Tourism</td>
</tr>
<tr>
<td>4</td>
<td>HOST 258</td>
<td>Hospitality Marketing</td>
</tr>
<tr>
<td>3</td>
<td>HOST 290</td>
<td>Hospitality Management</td>
</tr>
<tr>
<td>3</td>
<td>HOST 293E</td>
<td>Hospitality Internship</td>
</tr>
<tr>
<td>12-13</td>
<td>HOST Electives</td>
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</tbody>
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**Lower Division Requirements for Business Concentration (9 credits):**  
<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>3</td>
<td>ACC 201</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>3</td>
<td>ACC 202</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>(3)</td>
<td>ECON 130</td>
<td>Principles of Microeconomics (counted in Gen Ed requirements)</td>
</tr>
<tr>
<td>3</td>
<td>ECON 131</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>(3)</td>
<td>MATH 103</td>
<td>College Algebra (Note MATH 103 is a Business Administration Major Requirement; MATH 103 or equivalent course with a grade of “C-“ or better, or COMPASS math placement into MATH 135 or higher, is a pre-requisite to BUSA 320. Courses other than MATH 103 that meet the BUSA 320 pre-requisite will likely meet the Business Administration Major requirement. An academic adviser should be consulted for individual questions or concerns.)</td>
</tr>
</tbody>
</table>
University of Hawai‘i – West O‘ahu
Bachelor of Arts in Business Administration
(General Business Administration Concentration)
Upper Division Requirements

Upper Division Core Business Requirements (15 upper-division credits):

(3) BUSA 300  Principles of Marketing (course waived by completion of HOST 258, but UD credits completed must still be ≥ 45)
3 BUSA 312  Intermediate Financial Accounting I
3 BUSA 320  Statistics for Decision Making
(3) BUSA 321  Business Finance (counted in Gen Ed requirements)
3 BUSA 345  Management Information Systems
3 BUSA 386  Global Management and Organizational Behavior
3 BUSA 435  Strategic Planning

General Business Administration (GBUS) Concentration Requirements (12 credits): (Must complete at least 12 credits, with at least one class from three different business areas: Finance, Management, Marketing, Accounting, and Economics.)

Required:

3 BUSA 324  Business Law – ETH focus recommended (Finance Area)
3 BUSA 351  Human Resources Administration (Management area)
3 BUSA 305  Advertising and promotion Management – WI focus recommended (Marketing area)

Plus:

3 Business UD  Elective

Graduation Requirements (15-21 credits): (A total of 45 upper division credits must be completed in total with at least 30 credits taken at UHWO.)

(3) ENG 200  Writing Skills Requirement – Composition II, or ENG 209 or equivalent
3 HAP  HWST 107 Hawai‘i: Center of the Pacific, or other HAP course
3 BUSA 486 or BUSA 490  Senior Project or Administrative Practicum (WI)
3 Humanities  Must be Upper Division Course
6 Electives  Upper Division Electives to meet 45 Upper Division Credit Requirement

Articulated Program Total: 120-130 Credits
NOTES RE: GRADUATION REQUIREMENTS:

- Focus requirements – HAP, OC, and ETH (one course in each focus category) required; 3 classes at the upper division level Writing Intensive (WI) courses required. A minimum of two classes must come from coursework outside of the capstone class (BUSA 486 or BUSA 490). Whenever possible, WI sections of required BA core or GBUS concentration courses are highly recommended.
- 45 credits minimum upper division (300- and 400-level) coursework required
- 30 credits minimum at UHWO required
- 120 credits minimum required for BA degree