



UNIVERSITY  
of HAWAII®  
WEST O'AHU



UNIVERSITY of HAWAII®  
**HONOLULU**  
COMMUNITY COLLEGE

**UNIVERSITY OF HAWAII ARTICULATION AGREEMENT**

**Honolulu Community College Associate in Applied Science degree in  
Administration of Justice to the University of  
Hawaii-West O'ahu Bachelor of Arts in Public Administration degree  
with a concentration in Justice Administration**

The purpose of this Agreement is to facilitate a smooth transition for students from the Honolulu Community College Associate in Applied Science (AAS) in Administration of Justice program to the University of Hawaii-i-West O'ahu Bachelor of Arts (BA) in Public Administration with a concentration in Justice Administration program.

This recommended pathway is designed to produce multiple entry and exit points to flexibly serve student career and educational objectives. Students may use dual enrollment as a method of completing the required coursework outlined in the attachments to this agreement, contingent upon eligibility, deadlines, and established procedures.

Students must graduate from Honolulu Community College with the articulated AAS degree in Administration of Justice to be eligible for the benefits of this Agreement. Completion of the articulated AAS degree will enable students to follow the University of Hawaii-i-West O'ahu core, concentration, general education, focus, and graduation requirements in place on the effective term of this agreement. Participation in the University of Hawaii Automatic Admissions transfer process is possible for students planning to complete the AAS in Administration of Justice provided that eligibility, deadlines and procedures established for the designated term of entry are met. Students who do not complete the AAS in Administration of Justice degree at Honolulu Community College will be required to meet catalog requirements in place upon admission to the University of Hawaii-i-West O'ahu. While this academic pathway represents the most efficient coursework progression from the AAS program at Honolulu Community College through the BA program at the University of Hawaii-i-West O'ahu, 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 Applied Science (AAS) in Administration of Justice and the Bachelor of Arts (BA) in Public Administration with a concentration in Justice Administration 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.

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

1. Reduce the Justice Administration Concentration requirement from 18 to 3 credits. A total of 30 credits of Public Administration core (24), Concentration (3), Capstone (3) coursework, as indicated in Attachment II, must be completed at UHWO.
2. Identify Success Advisors at the University of Hawai'i-West O'ahu who will partner with Honolulu Community College Academic Counselors to ensure timely and accurate advising information on pre-admission, admission, degree requirements, and other related advising information.
3. Identify a Success Advisor at the University of Hawai'i-West O'ahu who will work with their campus STAR personnel to develop an accurate STAR pathway for students pursuing this articulation agreement.
4. Identify a University of Hawai'i-West O'ahu faculty member who will serve as the faculty advisor to students who are part of this articulation in the selected concentration.
5. Inform students that financial aid may be available through either institution as the student identifies his/her home campus each semester, and that students must follow the financial aid policies and procedures at that home school in order to be eligible for financial aid.
6. Meet with Honolulu Community College faculty and/or administration minimally every three years, or on an as-needed basis, to discuss potential and planned curricular changes.

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

1. Require students to complete 30 credits in AJ coursework.
2. Place a notation in the advisor notes in STAR which identifies AAS in Administration of Justice students intending to transfer to the University of Hawai'i-West O'ahu who are in the process of completing the AAS degree and are a part of this articulation.
3. Identify an Academic Counselor at Honolulu Community College who will partner with the University of Hawai'i-West O'ahu advisors to ensure timely and accurate advising information on pre-admission, admission, degree requirements, and other relevant advising information.
4. Identify a Honolulu Community College faculty member who will serve as the faculty advisor to students who are part of the articulation.
5. Inform students that financial aid may be available through either institution as the student identifies his/her home campus each semester, and that students must follow the financial aid policies and procedures at that home school in order to be eligible for financial aid.
6. Meet with the University of Hawai'i-West O'ahu faculty and/or administration minimally every three years, or on an as needed basis, to discuss potential and planned curricular changes.

This Articulation Agreement is effective beginning Fall 2021 and is based on the General Education and Focus requirements in effect at the University of Hawai'i-West O'ahu for 2021-2022.

This Agreement will be subject to review in the academic year 2025 and may be continued, revised or discontinued with the consent of both parties. Should both parties agree to terminate the Agreement, the University of Hawai'i-West O'ahu will honor the Agreement stipulations for identified students currently enrolled in this articulation option at the time of termination.

## Attachment I

### HONOLULU COMMUNITY COLLEGE

Associate in Applied Science in Administration of Justice  
 University of Hawai'i-West O'ahu Articulation Option Requirements  
 Based on Catalog Year: 2021-2022

#### Required Program Courses

Credits	Honolulu CC Course	Course Title	UH West O'ahu Requirement
3	Communications	ENG 100	FW
3	Quantitative Reasoning (FQ)	MATH 100, 103, 115, 135 or higher Math	FQ, LD Math Req
3	Humanities & Fine Arts	HWST 107	DH, HAP
3	Social Sciences	Choose one Social Science Course *Recommend DS with ETH designation	DS
3-4	Natural Sciences	Select one Natural Science course *Recommend completing a Biological Science (DB) or Physical Science (DP) with a Lab (DY)	DB or DP and DY
3	ICS 100	Computing Literacy & Applications	Elective
3	AJ 101	Introduction to Administration of Justice	PUBA 103
3	AJ 138	Criminal Justice System Reports and Communications	Justice Admin Concentration
3	AJ 200	Principles of Hawai'i Justice System	Justice Admin Concentration
3	AJ 221	Introduction to Criminal Law	Justice Admin Concentration
3	AJ 224	Rules of Evidence	Justice Admin Concentration
15	Select 15 credits of AJ Electives	<ul style="list-style-type: none"> <li>• AJ 103</li> <li>• AJ 104</li> <li>• AJ 137</li> <li>• AJ 139</li> <li>• AJ 150</li> <li>• AJ 170</li> <li>• AJ 173</li> <li>• AJ 175</li> <li>• AJ 180</li> <li>• AJ 193V</li> <li>• AJ 197a</li> <li>• AJ 198a</li> <li>• AJ 199V</li> <li>• AJ 208</li> <li>• AJ 210</li> </ul>	Justice Admin Concentration, Elective

Credits	Honolulu CC Course	Course Title	UH West O'ahu Requirement
		<ul style="list-style-type: none"> <li>• AJ 220</li> <li>• AJ 230</li> <li>• AJ 233</li> <li>• AJ 234</li> <li>• AJ 235</li> <li>• AJ 280</li> <li>• AJ 283</li> <li>• AJ 284</li> <li>• AJ 297a</li> <li>• AJ 298a</li> <li>• AJ 299V</li> </ul>	
12	Select 12 elective credits:	Complete 12 elective credits from AJ, General Education or courses numbered 100 and above. *Recommend selecting courses from the following: <ul style="list-style-type: none"> <li>• ENG 200 or ENG 209</li> <li>• Global &amp; Multi-cultural Perspectives: Complete 6 credits from two different groups (FGA, FGB or FGC)</li> <li>• SP 151 (DA, OC)</li> <li>• Natural Sciences: Biological Science or Physical Science *UHWO requires completion of one Biological (DB) and one Physical (DP) and one Lab (DY)</li> </ul>	ENG 200 or ENG 209 FGA, FGB, FGC DA, OC DB or DP

**Note:** To receive General Education or Focus requirements at the University of Hawai'i-West O'ahu, the course needs to be designated at the time of completion from Honolulu Community College.

**60 Total Credits**

## Attachment II

### UNIVERSITY OF HAWAI'I-WEST O'AHU

Bachelor of Arts in Public Administration with a concentration in Justice Administration  
University of Hawai'i-West O'ahu Articulation Option Requirements  
Based on Catalog Year: 2021-2022

#### **General Education Requirements (31 credits)**

Gen Ed / Focus	Credits	Requirement/Course Title
<b>FW</b>	3	Written Communication: ENG 100 Composition I
<b>FS/FQ</b>	3	Symbolic Reasoning: MATH 100, 103, 115 or higher-level Math
<b>FG</b>	6	Global & Multi-cultural Perspectives: Complete 6 credits from two different groups (FGA, FGB or FGC)
<b>DA, DH, DL</b>	6	Diversification Arts, Humanities or Literature: Complete 6 credits from two different areas
<b>DS</b>	6	Diversification Social Sciences: Complete 6 credits from two different subject areas
<b>DB, DP, DY</b>	7	Diversification Natural Sciences: Complete 3 credits of Biological Science (DB), 3 credits of Physical Science (DP) and 1 credit of Lab (DY)

#### **Writing Skills Requirement (3 credits)**

ENG 200 Composition II or ENG 209 Business Writing

#### **Public Administration Core Requirements (27 credits)**

Credits	Course	Course Title
<b>3</b>	Choose One Course:	<ul style="list-style-type: none"><li>• PUBA 100 Introduction to Public Administration</li><li>• PUBA 101 Introduction to Health Care Administration</li><li>• PUBA 102 Introduction to Disaster Preparedness and Emergency Management</li><li>• PUBA 103 Introduction to Justice Administration</li><li>• PUBA 104 Introduction to Community Health</li></ul>
<b>3</b>	PUBA 306	Principles of Public Administration
<b>3</b>	PUBA 310	Research Methods in the Public Sector
<b>3</b>	PUBA 313	Communication Skills for Administrators
<b>3</b>	PUBA 340	Administrative Decision-Making
<b>3</b>	Choose One Course:	<ul style="list-style-type: none"><li>• PUBA 341 Statistics for Decision-Making in Public Administration</li><li>• BUSA 320 Statistics for Decision-Making</li></ul>
<b>3</b>	PUBA 351	Human Resources Administration
<b>3</b>	PUBA 414	Public Communication Campaigns
<b>3</b>	PUBA 475	Administrative Law

**Justice Administration Concentration Requirements: (3 credits)**

<b>Credits</b>	<b>Course</b>	<b>Course Title</b>
3	PUBA 409	Legal Foundations of Justice Administration

*Note: The Justice Administration Concentration will be reduced from 18 credits to 3 credits under this articulation agreement. However, Students must still complete 45 credits of Upper Division (300-400 level) coursework for graduation.*

**Capstone Requirement (3 credits)**

PUBA 486J Senior Project or PUBA 490J Senior Practicum

**Upper Division Elective Requirement (15 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, or pursuing a double concentration within Public Administration)

**Focus Requirements**

Oral Communication (OC)

Contemporary Ethical Issues (ETH)

Hawaiian, Asian and Pacific Issues (HAP)

\*Can be met in combination with other requirements

**Writing Intensive Requirement**

Complete 3 upper division (300 or higher) level Writing Intensive (WI) courses. A minimum of two classes must come from coursework outside of the Capstone Course (PUBA 486J or 490J) *Whenever possible, WI sections of required core, concentration or elective courses are highly recommended.*

**Note:** A minimum of 120 total credits must be earned of which 45 credits must be upper division. A minimum of 30 credits must be earned “in residence” through courses taken at the University of Hawai‘i-West O‘ahu.

# Bachelor of Arts in Public Administration, Justice Administration (Honolulu Community College AAS in Administration of Justice, Articulation Agreement Effective Fall 21)

The goal of academic advising is to further enhance the educational mission of the university, and create quality, accessible advising partnerships with all students in a positive environment that supports student success. This advising sheet is for tracking purposes toward degree completion and is subject to change. Students also may track their academic progress via STAR Degree Check through STAR GPS at <https://www.star.hawaii.edu/>. Academic Advising appointments may be scheduled by calling [808-689-2689](tel:808-689-2689) or toll-free from neighbor islands at [866-299-8656](tel:866-299-8656).

## Graduation Requirements (see the current catalog for any additional graduation requirements):

- |                                                            |                                                                     |                                                |
|------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> 45 Upper Division Credits Minimum | <input type="checkbox"/> 3 Upper Division Writing Intensive Courses | <input type="checkbox"/> 2.0 UHWO GPA          |
| <input type="checkbox"/> 120 Total Credits Minimum         | <input type="checkbox"/> Focus Requirements (OC, HAP, ETH)          | <input type="checkbox"/> 2.0 CONCENTRATION GPA |
| <input type="checkbox"/> 30 UHWO Credits                   |                                                                     |                                                |

## General Education Requirements: 31 credits

Credits	Course Alpha / Number / Title
3	Foundations Written Communications (FW) /Honolulu CC ENG 100 ENG 100 Composition I
3	Foundations Symbolic Reasoning (FS) <b>OR</b> Foundations of Quantitative Reasoning (FQ) /Honolulu CC MATH 100 Survey of Math, MATH 115 Statistics or higher <i>*Will Satisfy Lower Division Math Requirement</i>
6	Foundations Global and Multicultural Perspectives (FG): /Honolulu CC FGA, FGB, FGC 6 credits from two <b>different</b> groups (A, B, C): *Group A: Primarily before 1500 CE (e.g., HIST 151 or ANTH 151) *Group B: Primarily after 1500 CE (e.g., HIST 152 or ANTH 152) *Group C: Pre-history to present
6	Diversification Arts, Humanities & Literature (DA, DH, DL): /Honolulu CC HWST 107 (DH, HAP) and SP 151 6 credits from two different areas (DA, OC)
3	Diversification Social Sciences (DS): 6 credits from two different areas /Honolulu CC
3	Diversification Social Sciences (DS): Different area from above.
3	Diversification Natural Sciences (DB, DP, DY): /Honolulu CC DB or DP 3 credits from the biological sciences (DB):
3	3 credits from the physical sciences (DP):
1	1 credit of laboratory (DY):

## Writing Skills Requirement: 3 credits

Credits	Course Alpha / Number / Title
3	ENG 200 Composition II (or equivalent) or ENG 209 Business Writing Honolulu CC

## Lower Division Math Requirement: 0-3 credits

Credits	Course Alpha / Number / Title
0-3	MATH 100 Survey of Math, MATH 115 Statistics or higher <i>*Will satisfy FS/FQ requirement</i> Honolulu CC

## Core Requirements: 27 credits

Credits	Course Alpha / Number / Title
3	<b>Select one course from the following:</b> Honolulu CC AJ 101 PUBA 100 Introduction to Public Administration PUBA 101 Introduction to Health Care Administration PUBA 102 Introduction to Disaster Preparedness and Emergency Management PUBA 103 Introduction to Justice Administration (Strongly Recommended) PUBA 104 Introduction to Community Health
3	PUBA 306 Principles of Public Administration
3	PUBA 310 Research Methods in the Public Sector
3	PUBA 313 Communication Skills for Administrators



Credits	Course Alpha / Number / Title
3	PUBA 340 Administrative Decision-Making
3	<b>Select one course from the following: (Check Pre-Reqs)</b> PUBA 341 Statistics for Decision-Making in Public Administration BUSA 320 Statistics for Decision-Making
3	PUBA 351 Human Resources Administration
3	PUBA 414 Public Communication Campaigns
3	PUBA 475 Administrative Law

**Concentration Requirements: 18 credits**

Credits	Course Alpha / Number / Title
3	PUBA 409 Legal Foundations of Justice Administration
3	<b>Honolulu CC AJ 138</b>
3	<b>Honolulu CC AJ 200</b>
3	<b>Honolulu CC AJ 221</b>
3	<b>Honolulu CC AJ 224</b>
3	<b>Honolulu CC AJ Elective</b>

**Capstone Requirement: 3 (UD) credits**

Credits	Course Alpha / Number / Title
3	WI PUBA 486J Senior Project <b>OR</b> WI PUBA 490J Administrative Practicum

**Elective Requirements: 38 credits**

\*See your College Success Advisor to confirm how many electives are needed.

Credits	Course Alpha / Number / Title
3	<i>Upper Division (300-400 level)</i>
3	<i>Upper Division (300-400 level)</i>
3	<i>Upper Division (300-400 level)</i>
3	<i>Upper Division (300-400 level)</i>
3	<i>Upper Division (300-400 level)</i>
3	<b>Honolulu CC AJ Elective</b>
3	<b>Honolulu CC AJ Elective</b>
3	<b>Honolulu CC AJ Elective</b>
3	<b>Honolulu CC AJ Elective</b>
3	
3	
3	
2	

**NOTES:**

- Dr. Michael Hallstone (hallston@hawaii.edu) is the faculty contact for this degree.
- Consult with your College Success Advisor or Faculty Advisor to select appropriate Upper Division Electives to meet educational goals and objectives (i.e. obtaining a Certificate in Disaster Preparedness and Emergency Management or Forensic Anthropology, or pursuing a double concentration within Public Administration)