Policies and Procedures Manual
Hawai`i Community College

Purpose:

Hawai`i Community College is one of the organizations within the public University of Hawai`i system. As such, it is subject to a broad variety of laws, rules, regulations, formal agreements, and other internal and external policies and practices. These include: (1) the Board of Regents’ Policies (BORP); (2) Executive Policies issued by the UH President; (3) UH Systemwide Administrative Procedures Manual (APM); and (4) The University of Hawai`i Community Colleges Policies (UHCCP). (see http://uhcc.hawaii.edu/ovpcc/policies/index)

Responsibilities:

A. The Office of the Chancellor will be responsible for:
   1. Issuing all policies and procedures.
   2. Disseminating new or revised policies and procedures.
   3. Seeking appropriate consultation prior to issuing policies, e.g. the Academic Senate will be consulted in the issuance of academic policies.

B. The Office of Administrative Services will be responsible for:
   1. Publishing the manual, including any modifications.
   2. Maintaining an annual index of policies.

Numbering System:

The numbering system will be consistent with the BOR policies, the UH Executive Policies, and the UH Systemwide Administrative Procedures Manual. The numbering system is shown as Exhibit 1. Sections of the HawCC Administrative Policy and Procedures Manual may remain blank if there is no need for campus action on system wide policies.

Review of Policies:
Each policy will be reviewed every three (3) years. The purpose of the review is to ensure that any obsolete material is deleted, revisions are incorporated or a policy is abolished as requested. Substantive changes to policies will be done through consultation with the appropriate governance group. Editorial changes such as typographical corrections, changes due to reorganization, etc. will be done administratively.
EXHIBIT 1

HAWCC ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Numbering System*

HAW 1.000  General Provisions
HAW 2.000  Administration
HAW 3.000  Organization
HAW 4.000  Planning
HAW 5.000  Academic Affairs
HAW 6.000  Tuition, Scholarships and Fees
HAW 7.000  Student Affairs
HAW 8.000  Business and Finance
HAW 9.000  Personnel

*Follows numbering system of Executive Policies from UH President’s Office, and the UH Systemwide Administrative Procedures Manual

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