

# Academic and Other Policies

## Attendance, Satisfactory Progress, Academic Probation, Dismissal, Readmission

Students who are 'at-risk' or in academic difficulty are encouraged to contact the Counseling, Advising and Support Services Center at 934-2720. Students can monitor their academic status by using the STAR Advising Tool. See section about STAR.

### Class Attendance, Disappearer, No Show Policies

Instructors may set their own attendance policy and grading standards. It is the responsibility of students to be aware of their instructors' attendance policies and the consequences of non-attendance. (Policy Haw 7.505)

**Class Attendance:** Regular and prompt class attendance is expected of all students. Students are responsible for informing instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences.

**Disappearer:** For face-to-face, HITS, VidCon, and off-site classes, students who have ceased to attend or have never attended class and have not officially dropped the class may be considered "disappearers" by their instructors.

For online classes, students who have ceased to communicate or have never communicated with the instructor and have not officially dropped the class may be considered "disappearers" by their instructors. Any of the following will be accepted to determine a student's last date of attendance in a completely online class. The date a student:

1. Turns in an assignment.
2. Takes an exam.
3. Participates in tutorial instruction.
4. Participates in computer-assisted instruction.
5. Participates in a course-related discussion.

The following will not be accepted to determine a student's last date of attendance in a completely online course. The date a student:

1. Logs into an online course without any other participation.
2. Participates in advising or counseling on non-course related subjects. (Policy Haw 5.505)

**No Show:** For classes meeting once a week, a student is responsible for attending the first class session of the semester. For classes meeting two or more times a week, a student is responsible for attending one of the first two class sessions of the semester. For online classes, a student must participate during the first week of the class. If a student fails to meet these attendance requirements during the first week of the semester, he/she may be dropped by the instructor.

**Warning:** There are financial aid implications for students who are dropped under the No Show Policy. Students who are withdrawn under the No Show Policy will receive a full refund for tuition paid for the class(es) from which they have been withdrawn. Students dropped from a class will be notified by the Admissions and Records Office (ARO). Students may register for the class again following the College's standard add/drop procedures. (Policy Haw 7.505)

### Satisfactory Academic Progress

Satisfactory academic progress is defined by the College as maintaining a cumulative GPA of at least 2.0. Note: Federally-sponsored financial aid programs also define satisfactory academic progress in terms of a minimum number of credits completed each semester. Consult the Financial Aid Office if there is any doubt. (Policy Haw 7.520)

### Academic Warning

A student whose semester GPA is less than 2.0, but cumulative GPA is 2.0 or higher, will be placed on academic warning, will be notified, and is encouraged to seek academic counseling. (Policy Haw 7.520)

### Academic Probation

A student whose cumulative GPA is less than 2.0 will be placed on academic probation. (Policy Haw 7.520)

### Continued Academic Probation

Following a semester on academic probation, a student will be placed on continued academic probation if the GPA for the semester just completed was 2.0 or higher, but the cumulative GPA remains less than 2.0. (Policy Haw 7.520)

### Academic Dismissal

A student whose semester and cumulative GPA is below 2.0 at the end of a semester of academic probation or continued academic probation will be dismissed from the College. He/she may appeal the academic dismissal in writing to the Vice Chancellor for Student Affairs within ten (10) working days of receiving the notification of academic dismissal. (Policy Haw 7.520)

### Readmission

A student, who has been dismissed from the College for academic reasons and who did not appeal or whose appeal was not granted, may apply for readmission one year after the date of academic dismissal. (Policy Haw 7.520)

## Other Provisions

Upon finding that a student is suffering from a physical or mental condition detrimental to the student and Hawai'i CC, the Vice Chancellor for Student Affairs will, on professional advice, recommend proper action to the Vice Chancellor for Academic Affairs (VCAA) or Chancellor. The VCAA or Chancellor may then request that the student be withdrawn officially, without prejudice or academic penalty. (Policy Haw 7.520)

### Academic Renewal Policy

Students may apply for Academic Renewal for one semester or one summer session of their academic career at Hawai'i CC. The student's Hawai'i CC GPA will be recalculated to exclude all grades and credits from the renewal semester. However, this information will appear on the transcript with an Academic Renewal notation. Academic Renewal may not be applied to courses that have already been used to meet requirements for a previously earned degree or certificate. Academic Renewal at Hawai'i CC does not guarantee that other institutions will approve such action. Academic Renewal does not change the Financial Aid Satisfactory Academic Progress calculation. Please consult with the Financial Aid Office as appropriate.

Students who are interested in Academic Renewal must meet the following conditions:

- The student must complete the Academic Renewal Request Form. It must be signed by a counselor or academic advisor. The completed form must be submitted to the Vice Chancellor for Academic Affairs.
- The student must have a declared major and must be seeking a degree or certificate.
- The student must ensure that all non-academic holds are cleared prior to submitting the Academic Renewal Request Form.
- If a student has been placed on Academic Dismissal, the student may request Academic Renewal one year after the date of dismissal.
- The student must complete the Academic Renewal process prior to submitting an application for graduation. (Policy Haw 7.521)

## Grades

Students receive one grade in each course taken. This grade combines the results of course work, tests, and final examinations. Grades are indicated by letters, to each of which is assigned a certain value in grade points per semester hour of credit, as shown in the table below (Policy Haw 5.301):

Grade	Significance	Grade Points
		Per Semester Hour of Credit
A	Excellent	4
B	Good	3
C	Fair	2
D	Poor	1
F	Failure	0
CE	Credit by Institutional Exam	-
CR	Credit	-
I	Incomplete	-
N	Work in Progress (Selected Courses Only)	-
NC	No-Credit	-
NCE	No-Credit by Instit. Exam	-
NP	Not Passed (Non-credit Courses Only)	-
P	Passed (Non-credit Courses Only)	-
PBA	Portfolio-Based Assessment	-
RD	Record of Grade Delay - Not Submitted	-
W	Withdrawn	-

**Grade Points** are given for all courses in which grades are reported. They are computed as follows:

For each semester hour of a course, 4 grade points are granted if the grade is "A," 3 if "B," 2 if "C," and 1 if "D." (Policy Haw 5.301)

**Grade-Point Averages (GPA)** are determined by dividing the total number of grade points by the total number of credits for which a student has received letter grades (excluding I, CR, NC, W, or N). The semester GPA is calculated using any one semester's credits and grade points. The cumulative GPA is calculated using all credits attempted and grade points earned at Hawai'i CC. (Policy Haw 5.301)

**Incomplete Grade (I):** A grade of "I" may be given for a course in which a student has failed to complete a small but important part of a semester's work, if the instructor believes that the failure was caused by conditions beyond the student's control and not by carelessness and procrastination. Each student who receives an "I" should consult with the instructor prior to the end of the semester to determine what work must be done to remove the "I".

If this work is completed by the deadline specified in the Hawai'i CC Academic Calendar, the instructor will report a

change of the incomplete grade, taking the completed work into consideration.

If the work is not completed by the deadline, the “I” grade will become a grade as determined by the instructor. The time limit for incomplete removal prevails whether or not the student maintains continuous enrollment. (Policy Haw 5.303)

Once the “I” deadline has passed, additional course work can not be submitted.

**Work in Progress Grade (N):** The “N” grade is only used in ESL courses and in entry-level math and English skills courses. The “N” grade indicates that the student has worked conscientiously but is not yet prepared to succeed at the next level. “N” grades do not affect the GPA and may be repeated as specified in the College Repeat Policy.

Students are cautioned that courses in which an “N” grade is awarded might not be counted towards “satisfactory academic progress” under certain federally supported financial aid programs. Students are advised to check with the Financial Aid Office. (Policy Haw 5.302)

**Withdrawal Grade (W):** A grade of “W” will be assigned for a course in which a student has withdrawn after the “Withdraw Without a W” deadline has passed. Refer to the Hawai‘i CC Academic Calendar at the front of this catalog for published deadlines. The “W” grade will appear on the student’s transcript. Courses with a “W” grade are not calculated into the GPA.

**Credit/No-Credit (CR/NC):** The Credit/No-Credit option is maintained to encourage students to broaden their education by taking courses outside of major requirements without affecting their grade point average.

Course credit is awarded for courses completed at Hawai‘i CC with certain restrictions:

1. No grade points are given for courses taken under this grading option.
2. Students may take a maximum of two (2) courses per semester on a “Credit/No-Credit” basis provided that they are not on academic probation. A maximum of 12 credits from courses taken with the CR/NC option can be applied toward satisfying the requirements for graduation.
3. Students majoring in a vocational/technical program are not permitted to take a major required course for CR/NC, except when the only grading option offered is CR/NC.
4. Liberal Arts (AA Degree) majors may utilize the CR/NC option to satisfy area and elective requirements.
5. To qualify for credit, the work of the student must be at least at the “C” grade level. Credit for Prior Learning Assessment may be recorded as CE (Credit by Institutional Exam), CR (Transfer Credit), or PBA (Portfolio-Based Assessment).
6. The CR/NC option must be exercised by the date designated for this purpose in the Hawai‘i CC Academic Calendar.

Please note that some colleges, graduate schools, professional-awarding agencies and employers may not allow this option and/or may recalculate the earned credit as a “C” grade and the earned “NC” grade as an “F” grade. If in doubt, it is best to take a course for a regular letter grade, not for Credit/No Credit. (Policy Haw 5.503)

**Change of Grade:** A student who believes an error has been made in the assignment of a grade must initiate contact with the faculty member involved or, if the faculty member is unavailable, the Department Chairperson, Division Chairperson, Deans, or Vice Chancellor for Academic Affairs, by the last instructional day of the next regular semester. Incomplete grades cannot be changed after the deadline has passed, unless there has been an instructor error. Grades cannot be changed once classes in the following semester have ended.

### **Independent Studies/Directed Studies**

Students may earn academic credits through Independent/Directed Studies in any of the areas in which credit courses are offered or to pursue other individual academic interests not included in credit courses. Forms are available online at [www.hawaii.hawaii.edu/admissions/records-forms](http://www.hawaii.hawaii.edu/admissions/records-forms)

The form must be completed prior to registration. Independent/Directed Studies require:

- 1) sponsorship of the appropriate instructor;
- 2) a description of the work to be undertaken;
- 3) approval of the appropriate division chairperson; and
- 4) permission of the Vice Chancellor for Academic Affairs.

A description of the work to be undertaken must contain: an outline of the study topic, specification of the work to be done, the type and frequency of faculty-student contact, the amount of credit to be given, and a statement of the evaluative criteria to be used by the faculty member.

For Independent/Directed Studies:

1. A student may register for not more than six (6) semester hours of Independent/Directed Studies per semester with not more than six (6) semester hours granted for any single course.
2. Independent/Directed Studies may be used as electives.
3. Independent/Directed Studies may not be used to meet area/program requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs. (Policy Haw 5.602)

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## Repeating Courses

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Students can repeat courses once without restrictions except when permission to repeat selected courses is determined by program-specific requirements; students are advised to check with their programs regarding specific requirements. For any subsequent repeats, students must register during late registration on a space-available basis with instructor approval. All entries remain a part of the student's permanent academic record.

**Repeating courses for a higher grade:** If a student is repeating a course for a higher grade, credit is allowed only once. The GPA is calculated by using the highest of the grades received with the following exception for a grade of "C" or higher in a Writing Intensive (WI) course. In the event that a student completes a WI course with a "C" or higher, and previously completed or repeats the course without the WI designation, the grade for the WI course will be used to calculate the GPA. If the WI course is not completed with a "C" or higher, and the student previously completed or repeats the course without the WI designation, the higher grade will be used to calculate the GPA. (Policy Haw 5.304) Transfer courses do not apply.

**Repeating courses for a higher Writing Intensive (WI) grade:** If a student is repeating a WI course for a higher WI grade in the same course, then the higher WI grade is kept and the WI requirement is met. (Policy Haw 5.304)

**Repeating courses for additional credit:** Certain courses may be designated as repeatable for credit and are identified in the catalog. The course may only be used once as an area requirement towards the Liberal Arts (AA) degree. When repeated, the course will count as a general elective. Cross-listed courses may be repeated for credit under one alpha only. (Policy Haw 5.304)

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## Courses Fulfilling Two Different Area Requirements

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In a few instances, a single course has been approved as satisfying more than one of the area requirements for the Liberal Arts (AA) degree. However, students completing such a course may only receive credit toward one area requirement. They will be offered their choice of which requirement is satisfied and will be expected to fulfill the other requirement(s) with other courses. (Policy Haw 5.607)

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## Cross-listed Courses

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A cross-listed course is one that has the same course title, description and number, but listed under two alphas. To qualify as a cross-list, the course content is made up of approximately 50% of material from each discipline. A cross-listed course will only count once toward graduation. (Policy Haw 5.305)

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## Final Examinations

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Final examinations normally are required in all courses. All such examinations are to be conducted during the final examination period specified in the Hawai'i CC Academic Calendar and Schedule of Classes or, in the case of modular classes only, on the last day of class. The academic discipline may determine to establish a student's course grade based on the semester's work and may elect not to give final examinations. Students are advised to consult with their instructor and check their course syllabus.

No comprehensive examinations are allowed in the two weeks preceding the final examination period. (Policy Haw 5.504)

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## Course Evaluation System (CES) - Student Evaluation of Instructors

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Students are given the opportunity to evaluate their courses and instructors each semester using CES, the online UH-administered Course Evaluation System survey. Timelines and announcements are prescribed by the UH Information Technology Services (ITS). Evaluations are conducted near the end of each term and CES evaluation surveys will be sent to all students for all courses. The new CES will be readable via phone and tablets making it easier to administer in class.

It is mandatory for probationary and non-probationary instructors and all lecturers to use course evaluations as the instrument to gather student evaluations. Tenured instructors are encouraged to participate. Instructors and lecturers must not be present during student use of the evaluation surveys.

The survey system will close after the last day of instruction and results will be available to instructors and lecturers once final grades are recorded at each campus. (Policy Haw 9.204)

## Prior Learning Assessment

Students may earn college credit towards certificates or degrees based on prior learning. The College will assess learning that has been acquired outside a traditional academic environment. There are different forms of assessments and credit for prior learning will be awarded to students who demonstrate knowledge, skills, and performance at the college level. (Policy UHCCP 5.302)

There may be a fee associated with assessments of prior knowledge.

### Advanced Placement Examination Program (AP)

Credit for comparable Hawai'i CC courses, as well as advanced standing, may be granted to students who complete Advanced Placement Tests offered by the College Entrance Examination Board. Advanced placement credit decisions are made by the faculty of the appropriate Hawai'i CC academic discipline. The English Department allows students who score a 4 or 5 on the AP English Language and Composition test to be given 3 credits for Eng 100. Students should consult individual Division/Department Chairs for advanced placement policies. (Policy Haw 5.603)

### College Level Examination Program (CLEP)

The College Level Examination Program enables students to earn college credit by examination in areas approved by the disciplines. Students may take CLEP tests to demonstrate college level competency no matter when, where, or how this knowledge has been acquired: through formal study, private reading, employment experiences, non-credit courses, military/industrial/business training, or advanced work in regular high school courses. This program gives individuals the opportunity to validate and receive credit for college-level knowledge they already possess.

Criteria for credit equivalency for CLEP general and subject examinations are determined by the appropriate academic discipline or campus subject matter expert. (Policy Haw 5.606)

### Credit for Previous Non-English Language Study

Students who have learned non-English languages outside of the University of Hawai'i may earn credit for their language in one of three ways:

1. by satisfactory completion (a grade of "C" or better) of a more advanced course in the language sequence (e.g., completion of Japanese 201 also gives credit for Japanese 101-102);
2. through credit by institutional examination, if the language is taught at the College; or
3. through the Advanced Placement Examination Program.

For more detailed information on options 1 and 2 above, students should consult with the Vice Chancellor for Academic Affairs.

Speakers of a non-English language may receive credit for language courses in their own language. (Policy Haw 5.604)

### Credit for Education Received in Military Service

Upon submission of official service documents and certificates, the Admissions and Records Office will consider and evaluate all educational experiences undertaken during military service in accordance with the credit recommendations of the Commission on Accreditation of Service Experiences and the Guide to Evaluation of Educational Experiences in Armed Forces. The Admissions and Records Office will transmit its evaluation and recommendations to the relevant discipline for action as to the amount and kind of credits, if any, which are to be accepted. College courses satisfactorily completed through the Defense Activity for Nontraditional Educational Support (DANTES) may be accepted for advanced standing upon the recommendation of the Admissions and Records Office and approval by appropriate faculty members. (Policy Haw 5.605)

### Credit by Institutional Examination (CBIE)

Most Hawai'i CC courses require hands-on, time-on-task practice, and day-to-day attendance for students to receive the full benefit of the educational experience; such courses are NOT appropriate or available for Credit by Institutional Exam (CBIE). CBIE is available only in a limited number of courses determined to be appropriate by the faculty members and Division Chair of the discipline involved. (Policy Haw 5.601)

To be eligible to earn credit by examination, the student must be officially enrolled at Hawai'i CC.

The examination shall be as comprehensive as the usual "final examination" and must be designed to serve as the scholastic equivalent of the course.

Upon completion of the examination, the examiner reports the result to the Registrar on the appropriate form. Credits awarded are recorded on the student's record and designated as credits earned through examination with a "CE" grade or "NCE" grade as appropriate. Report results are final.

Students interested in CBIE should contact the Prior Learning Assessment Coordinator at [pathways@hawaii.edu](mailto:pathways@hawaii.edu) for more information.



## Portfolio Based Assessment (PBA)

College credit awarded by the assessment of a student's learning through an evaluation of a portfolio demonstrating a student's documented learning, certifications, licensures, work samples, awards, honors, job descriptions, job accomplishments, evidence of self-directed study or work. This type of assessment may also incorporate performance and skills evaluations, and faculty interviews of students. (Policy UHCCP 5.302)

## Academic Waivers and Substitutions

Any student may petition the Vice Chancellor for Academic Affairs for a waiver or a substitution of any academic policy or regulation. The petition should include clear and convincing justification for the action requested.

## Classification of Students

### Full-time or Part-time Students:

During Spring and Fall semesters, students registered for:

- A minimum of 12 semester hours are full-time.
- Fewer than 12 semester hours are part-time.

During the Summer, students registered for a minimum of 6 semester hours are full-time. NOTE: Due to Federal regulations, Financial Aid recipients are considered full-time during Summer only if registered for 12 or more semester hours.

**Classified Students:** Classified students are candidates for:

- Certificate of Competence
- Certificate of Achievement
- Associate in Arts
- Associate in Science
- Associate in Applied Science, or
- Associate in Technical Studies Degree

Students are further identified by credits achieved:

Freshmen 0-29.99 semester hours completed;  
Sophomores 30 or more semester hours completed.

**Unclassified Students:** All students who are not candidates for a certificate or a degree are "unclassified students." Unclassified students do not qualify for financial aid or campus student employment.

## Change of Major/Classified Status

Classified students who wish to change their major should consult with their counselor or faculty advisor before completing a Change of Major Request Form. A change of major may impact:

- financial aid
- graduation date
- veteran's benefits, and/or
- graduation requirements.

Veterans must notify the Registrar prior to changing their major. This form is available in the ARO/WHSS Office.

## Time Limits on Credits Earned

At Hawai'i CC, certificate and associate degree students shall have as much time as necessary to complete their curriculum requirements. However, any credits they earned more than ten years before graduation in courses which have materially changed in content or standards may not be applied toward the certificate or associate degree. Acceptability will be determined by the Vice Chancellor for Academic Affairs and the appropriate division chairperson.

Please note that the Satisfactory Academic Progress Policy for financial aid has a maximum time frame for financial aid eligibility while a student completes degree/certificate requirements. (Policy Haw 5.650)

## Termination of Program

In the case that an academic program has been terminated, commitments to students already officially enrolled in such programs shall be met and limited for up to two years for associate degrees at community college programs. No new program admissions shall take place. (BOR Policy RP 5.201)

## Graduation Requirements

A student must satisfy the graduation requirements of the catalog year he/she selects, provided the catalog year selected is not prior to his/her initial enrollment, and the program requirements have not changed so significantly that it would not be possible to complete the requirements as listed. A student may not select a catalog year of which he/she was not enrolled. (Policy Haw 5.702)

## Graduation Information

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The College will verify that students have successfully met or will meet program requirements for an academic credential in one of the following three ways.

1. Student is currently attending a UH campus and subsequently meets the associate of arts program requirements at Hawai'i Community College (Reverse Transfer)
2. While pursuing a declared program of study, the student completed associated certificate(s) (e.g. completed CA requirements while pursuing AAS or completed CO requirements while pursuing CA)
3. Currently enrolled student will meet program requirements for an academic credential pending successful completion of courses taken that semester.

Students will be notified that based on successful completion of program requirements or that upon successful completion of courses taken that semester the academic credential will be noted on their academic record, unless requested not to do so (opt-out). After the semester has ended, the credential(s) will be noted on the student's academic record (unless the student has opted-out) at no cost to the student.

A student who does not want the credential noted on his/her transcript must notify the college of his/her request by the published deadline. The student must

1. Contact the college or program counselor to discuss the request.
2. If receiving financial aid, get additional approval from the financial aid office.
3. If receiving Veterans Administration benefits or enrolled on an international student visa, get additional approval from the program.

The student may be offered the opportunity to participate in the commencement ceremony and/or receive a diploma or certificate identifying the academic credential. If applicable, the student will pay a fee as established by the college and abide by college deadlines. (UHCCP #5.205)

A student who wishes to opt-out of having his/her degree or certificate noted on his/her transcript must submit a complete Request to Opt-Out of Notation of Credential form to the ARO/Pālanuanui Office by the published deadline.

A student who wishes to order a diploma or certificate identifying the academic credential(s) may do so by submitting the Diploma/Certificate Order Form by the published deadline.

The student may choose to have his/her diploma/certificate printed in English or Hawaiian. Each document costs \$15.00. Payment is made at the time of order and is non-refundable. If the student does not meet the requirements for the semester, the payment may be transferred to a future semester to order the same degree. If there is an increase in the cost, the student will be charged the difference. Only the student's legal name, as it is in student information system, will be printed on the diploma/certificate. A student may reorder a diploma/certificate for \$15.00 per reordered document. A statement will be included indicating that it has been reordered. All diplomas/certificates will have the signatures of the administrators in office at the time the order is made.

Graduation ceremonies are conducted following the Spring semester. Graduates from the previous Summer session and Fall semester are invited to participate in the ceremonies. Students should be aware that course grades are finalized after the graduation ceremonies. Therefore, participation in the ceremonies does not guarantee a student has officially completed his/her program requirements. (Policy Haw 5.703).

Upon completion of all program of record requirements and the degree conferral, the student's program of record will be updated to non-degree, unclassified (ND-UNCL). The student must submit a Change of Major Form, if he/she would like to pursue a new program.

## Academic Honors

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Student academic achievement shall be recognized each semester via the Dean's List, and at the time of graduation via Graduation with Honors.

**Dean's List:** Students who complete 12 or more credits for a letter grade and who achieve a GPA of at least 3.5 for that semester will have their names included on the Dean's List. Names of students on the Dean's List will be compiled and posted at the end of each semester.

**Graduation With Honors:** The designation of Honors at Hawai'i Community College is determined at the time of graduation and is based upon the cumulative GPA for credit earned while at this college. The Honors designation shall be determined in the following manner:

Honors	GPA of 3.50 to 3.69
High Honors	GPA of 3.70 to 3.84
Highest Honors	GPA of 3.85 to 4.00

Only students who earned at least 30 credits at Hawai'i CC, of which at least 27 credits were taken for letter grade, are eligible for graduation with Honors. (Policy Haw 7.510)

## Hawai'i CC Transcripts

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A student may obtain an official transcript of his/her Hawai'i CC academic record by filing a Request for Transcript form at the Admissions and Records Office (ARO) on Manono Campus in Hilo, or at the Pāalamanui, Student Services Office. Transcripts may also be ordered online via the National Student Clearinghouse at [www.getmytranscript.org](http://www.getmytranscript.org)

For more information, contact the ARO Office at (808) 934-2710, or the Pāalamanui Student Services Office at (808) 969-8816.

The following fees apply:

- \$5 is charged for standard processing (mailed or available for pick-up within 7 business days after payment is made).
- \$15 is charged for processing within 24 business hours after payment is made and request form is received by the ARO.
- No fee is charged if transcript is to be sent to another UH System Admissions Office. However, rush fees will apply to requests requiring processing within 24 hours.

All transcripts released to students are stamped "ISSUED TO STUDENT." These transcripts are official documents as they bear the Hawai'i Community College seal and Registrar's signature. The stamp "ISSUED TO STUDENT" makes it clear to a third party that the student once possessed the transcript.