

Graduation Requirements Awarding of Degrees and Certifications

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. The 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 Certificate of Achievement [CA] requirements while pursuing AAS or completed Certificate of Competence [CO] requirements while pursuing CA).
3. A 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 if receiving financial aid.
3. If receiving Veterans Administration benefits or enrolled on an international student visa, get additional approval from the program if receiving Veterans Administration benefits or enrolled on an international student visa.

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 Admissions & Records Office (ARO)/West Hawaii Student Services (WHSS) 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 printed in English

or Hawaiian. Each diploma or certificate 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 or certificate. If there is an increase in the cost of the diploma, the student will be charged the difference.

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.