

UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES POLICY

UHCCP # 5.205 Notation of Academic Credentials

February 2013

I. Purpose

This policy ensures the notation of all University of Hawai'i Community College academic credentials (certificates and degrees), upon students' successful completion of program requirements.

II. Related University Policies

- A. Board of Regents Policy, Section 5(c) Conferring of Academic Degrees, Diplomas and Certificates
<http://www.hawaii.edu/offices/bor/policy/borpch5.pdf>
- B. University Executive Policy, E5.203 University of Hawai'i Program Credentials
<http://www.hawaii.edu/apis/ep/e5/e5203.pdf>
- C. University Executive Policy, E5.205 Academic Minors and Certificates
<http://www.hawaii.edu/apis/ep/e5/e5205.pdf>
- D. UHCCP 5.200 General Education in All Degree Programs
http://uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP_5.200_General_Education_in_All_Degree_Programs.pdf
- E. UHCCP 5.208 Residency for Graduation
http://uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP_5.208_Residency_for_Graduation.pdf

III. Responsibilities

The Chancellor or designee is responsible to develop and implement a campus process that ensures that students who have successfully completed all program requirements are made aware of the earning of the certificate or degree. Once verified, the academic credentials will be noted on the academic record unless requested not to do so by the student and will be at no cost to the student.

IV. Procedures

- A. Students will be notified during the semester/term in which they are enrolled in the final courses requirements needed to earn their academic credential. The

notification will confirm that the student has taken the required courses for the degree or certificate, and pending successful completion of the courses taken that semester, the student will have completed the program requirements and the academic credential will be noted on their academic record.

- B. The college will establish and implement its own internal procedures to verify that the student has successfully met the program requirements for an academic credential.
- C. The college will establish a deadline by which the student must notify the college that they do not want the credential noted on the transcript. 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 Assistance, or enrolled on an International Student visa, get additional approval from the program.
- D. After the semester has ended, the student will be notified of his/her completion of the requirements for an academic credential, and the credential will be noted on the student's academic record (unless the student has opted-out) at no cost to the student.
- E. 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.

V. Assessment of the Process for Notation of Academic Credentials

The Chancellor will ensure that the campus process is reviewed and revised as necessary. The UHCC Vice Chancellors/Deans of Student Services will review the UHCC Policy and process for effectiveness in promoting student success.