



# UNIVERSITY of HAWAII<sup>®</sup>

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### UH-Related Laws and Rules

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# Executive Policy 5.203

## Title

University of Hawaii Program Credentials

## Header

Executive Policy Chapter 5, Academic Affairs

Executive Policy [EP 5.203](#), University of Hawai'i Program Credentials

Effective Date: August 2016

Dates Amended: May 1995, June 1982, October 2014

Responsible Office: Office of the Vice President for Academic Planning and Policy

Governing Board of Regents [RP 5.208](#), Conferring of Academic Degrees, Diplomas and Certificates

Review Date: August 2019

## I. Purpose

To ensure the uniformity of style and format of Board of Regents certifications for all campuses of the University of Hawai'i by establishing guidelines on wording, lay-out, size, print, color, paper, and proper signatures in printing diplomas.

## II. Definitions

No policy specific or unique definitions apply.

## III. Executive Policy

All certifications for University of Hawaii degrees, diplomas, and certificates as conferred by the Board of Regents shall be uniform in content and format

A. Credentials covered by this policy.

1. Certifications covered by this policy are those that are officially conferred by the Board of Regents of the University of Hawai'i. Such certifications exist in academic programs that have been authorized by the Board of

Regents to offer (i.e., provide the training requisite to) specific certifications. Such certifications include:

- a. All degrees: associate, bachelors, masters, doctoral, and first professional;
  - b. Board of Regents' approved certificates of achievement offered at the Community Colleges;
  - c. Any other Board of Regents approved certificates.
2. Certificates offered on the authority of the Chancellors, Vice Chancellors, , Deans, and other University officers are not included in this policy. Certificates of Competence at the Community Colleges are an example of such certifications.

B. Wording. The required wording of the Board of Regents conferred certifications shall be determined by the Vice President for Academic Planning and Policy or designee and is displayed in Attachment 1. This wording must be used.

C. Inclusion of the major (curriculum). Inclusion of the major is at the discretion of each Chancellor.

When the major (curriculum) is included, it shall be limited to titles for academic programs (curricula) that have received official Board of Regents approval.

D. Inclusion of the concentration within a major. Inclusion of the concentration is at the discretion of each Chancellor.

When included, it shall be limited to the titles that have been approved by the Board of Regents or the Chancellor or their designee.

E. Inclusion of distinctions. The following distinctions are granted by the Board: Honors, High Honors, Highest Honors; Cum Laude, Magna Cum Laude, Summa Cum Laude; With Distinction.

F. Place of conferral. The name of the city in which the campus is located should be used.

G. Signatures. Three signature blocks are mandatory on all Board of Regents certifications, and a fourth may be used at the discretion of the Chancellors. The mandatory signatures are:

1. the Chair of the Board of Regents (on the lower left of the seal)
2. the President of the University (on the lower right of the seal); and
3. the Chancellor of the campus (on the upper right of the seal).

The fourth signature block (if used at all) will be placed on the upper right side of the seal, above the Chancellor's block and may be one of the following:

1. Deans at UH Manoa, UH Hilo and UH West Oahu, or
2. Vice President for Community Colleges.

G. Seal. All Board of Regents certifications will include the official seal of the University of Hawai'i.

H. Language. All qualified students may purchase an official credential printed in English and/or Hawaiian language.

I. Cases for certifications. Board of Regents certifications are issued to students as inserts inside a case which bears on its face the name and the official seal of the University of Hawaii, and at the discretion of each campus, the name of the campus.

J. Changes in style of print, size, paper and use of color in certifications, and cases may be approved by the Vice President for Academic Planning and Policy or designee if deemed aesthetically preferable and if possible within financial constraints.

K. Cost of credentials. Transaction and service fees covering the cost of the credentials are established in RP 6.203(C)(2) and promulgated separately.

## IV. Delegation of Authority

There is no policy specific delegation of authority.

## V. Contact Information

<p><b>Subject Matter Experts</b></p> <p>Office of the Vice President for Academic Planning and Policy <a href="mailto:ovpaa@hawaii.edu">ovpaa@hawaii.edu</a> 956-6897</p>
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Office of the Vice President for Academic Planning and Policy

Telephone: 956-6897

Email: [ovpaa@hawaii.edu](mailto:ovpaa@hawaii.edu)

## VI. References

A. Link to superseded Executive Policies in old format <https://www.hawaii.edu/policy/archives/ep/>

B. Link to Administrative Procedures in old format <https://www.hawaii.edu/policy/archives/apm/sysap.php>

## VII. Exhibits and Appendices

No Exhibits and Appendices found

# Approved

Signed

David Lassner

President

September 07, 2016

Date

# Topics

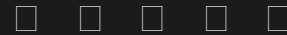
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