

Introduction

Ma ka hana ka 'ike.

(In working, one learns.)

As an open-door, community-based school of higher education, Kapi'olani Community College is dedicated to enabling its diverse students to attain their highest educational potential while providing them with a firm foundation for lifelong learning and contributing to their communities. The college is committed to providing a range of academic, career, and technical programs and support services designed to educate and train students to meet community needs.

Mission

KAPI'OLANI COMMUNITY COLLEGE...

- is a gathering place where Hawai'i's cultural diversity is celebrated, championed and reflected in the curriculum, pedagogy, support services and activities, students, faculty, staff, and administration.
- is a nurturing workplace of choice for strong and caring faculty, staff, and administrators committed to effective communication and shared vision, values, mission, and responsibilities.
- strives to provide the highest quality education and training for Hawai'i's people.
- provides open access, and promotes students' progress, learning and success with low tuition and high quality instructional programs, student development and support services, and selective areas of excellence and emphasis.
- prepares students to meet rigorous associate and baccalaureate requirements and personal enrichment goals by offering a high quality liberal arts and other articulated transfer programs.
- delivers high quality 21st century career programs that prepare students for rigorous employment standards and to meet critical workforce immediate and long-term needs and contribute to a diversifying state economy.
- prepares students for lives of ethical and social responsibility by offering opportunities for increased service-learning and community engagement.
- leads locally, regionally, nationally and internationally in the development of integrated international education through global collaborations.
- uses human, physical, technological and financial resources effectively and efficiently to achieve ambitious educational goals and generate a solid return on the public's investment for a sustainable future.
- builds partnerships within the University and with other educational, governmental, business and non-profit organizations to support improved lifelong learning.
- uses ongoing cycles of planning, best practice research, budgeting, implementation, assessment, and evaluation to drive continuous program and institutional development.

VISION AND VALUES

In the tradition of Queen Kapi'olani and her motto, "*Kūlia i ka nu'u*," to strive for the highest, we have developed the following vision and values statements:

Kapi'olani Community College ... prepares students for lives of critical inquiry and effective engagement and leadership in careers which strengthen the health, well-being, and vitality of

- the individuals, families, and communities that support all of us,
- the cultural traditions that shape and guide all of us, and
- the land and sea that sustain all of us.

Kapi'olani Community College values ...

- Aloha for Hawai'i, and its diverse peoples, cultures, languages, and environments.
- Service and attention to the needs of our diverse students and their experiences, contributions, expectations, and dreams.

- High quality, active, ongoing learning for everyone.
- Respect and appreciation for our faculty, staff and administration, in recognition of their ongoing innovation and achievements.
- Honesty, integrity, and clarity in professional relationships.
- Imagination and innovation in curriculum and pedagogy and support services, and in planning, assessment and improvement.
- Shared responsibility, effective communication, and partnerships in working for the educational, social, economic, and environmental betterment of the communities we serve.

Degrees and Certificates

The college offers the Associate in Arts degree (AA), the Associate in Science degree (AS), the Associate in Technical Studies (ATS) degree, Certificate of Achievement (CA), Certificate of Competence (CO), Certificate of Completion (CC), Advanced Professional Certificate (APC), Certificate of Professional Development (CPD), and Academic Subject Certificate (ASC). These degrees and certificates differ in the numbers and types of courses required to fulfill all requirements. Some students may not wish to pursue a certificate or a degree and, instead, may select their course of study according to personal interests or occupational needs. A “degree” is an academic credential awarded in accordance with University of Hawai‘i Board of Regents’ approval and consists of the components of general education core requirements; college/program requirements; major requirements, if any; electives, if any; and additional degree requirements. Additional degree requirements include items such as total credit requirements, minimum overall cumulative grade point ratio (GPR), minimum GPR or grades for courses applied to the “major or program requirements,” and other related requirements such as writing-intensive and foreign language.

A Commitment to Learning

EDUCATION WITH A FOCUS ON STUDENT LEARNING OUTCOMES

Instruction at Kapi‘olani Community College focuses on student learning outcomes. Course and program outcomes are stated in terms of the knowledge, skills, and attitudes that students should acquire by the time of completion. The outcome statements make it clear to faculty, staff, students, and the general public, including employers, what has been achieved by students who complete the courses and programs. The statements also serve as the basis for the internal and external assessment of courses and programs to determine the effectiveness of instruction and identify areas for improvement, including the development of alternative modes of learning.

PHILOSOPHY OF GENERAL EDUCATION

Ma ka hana ka ‘ike.

“In working, one learns”:

Knowledge in ancient Hawai‘i was gained through discipline, work, observation of nature, and an abiding respect for spirit, earth, and life. Human beings demonstrated wisdom and skills not by how much they claimed to know, but by their actions and deeds.

He puko‘a kani ‘Aina.

“A coral reef that grows into an island”:

A coral reef is a community of interconnected beings; as each being grows and contributes to the whole, the community becomes healthy and firmly established.

General education, integrated into both transfer programs and career and technical programs, provides a foundation for lifelong learning. This foundation consists of diverse courses that, in combination, foster intellectual and social growth. Courses required for general education emphasize communicative and interpersonal skills, critical thinking, multicultural understanding, and ethical deliberation to enable students to learn throughout their lives, to work creatively and productively with others, and to contribute to the wellbeing and vitality of the community. Learning outcomes are characterized by the ability to make conscious and informed use of knowledge, skills, and attitudes relevant to a particular situation.

General education in each program at the college shares the following learning outcomes:

Thinking/Inquiry - Make effective decisions with intellectual integrity to solve problems and/or achieve goals utilizing the skills of critical thinking, creative thinking, information literacy, and quantitative/symbolic reasoning.

Communication - Ethically compose and convey creative and critical perspectives to an intended audience using visual, oral, written, social, and other forms of communication.

Self and Community/Diversity of Human Experience - Evaluate one's own ethics and traditions in relation to those of other peoples and embrace the diversity of human experience while actively engaging in local, regional and global communities.

Aesthetic Engagement - Through various modes of inquiry, demonstrate how aesthetics engage the human experience, revealing the interconnectedness of knowledge and life.

Integrative Learning - Explore and synthesize knowledge, attitudes and skills from a variety of cultural and academic perspectives to enhance our local and global communities.

These general education outcomes were adapted from the "Essential Learning Outcomes" of the Association of American Colleges and Universities. They also currently serve as the learning outcomes for the Associate in Arts degree, and as our institutional learning outcomes.

Kapi'olani Community College believes that education is a key to the growth of the individual and the vitality of the community. To encourage students to *kūlia i ka nu'u*, to strive for the highest in learning and achievement, the college aims to create an environment in which faculty, students, and staff can discover, examine, preserve and transmit knowledge, wisdom, and values that will enrich present and future generations.

Career and Technical Education Programs

The college offers the only health sciences, emergency medical services, educational paraprofessional, exercise and sport science, educational interpreting, and legal education programs in the state, along with programs in nursing (island-wide), business, new media arts, biotechnician, culinary arts and hospitality. These programs, along with a variety of short-term credit and continuing education and contract training programs, lead to associate in science degrees and certificates in over 10 career fields.

Transfer Programs

The Associate in Arts (AA) degree is awarded for completion of the liberal arts program and is designed to prepare students for success at a baccalaureate institution. The college's AA degree fulfills the admission and general education core requirements at University of Hawai'i at Hilo, University of Hawai'i at Mānoa, and University of Hawai'i West O'ahu. The Associate in Science in Natural Sciences prepares students for baccalaureate majors in science, technology,

engineering and math. Certain other Associate in Science degrees also serve as transfer degrees to baccalaureates at UH Hilo and UH West O‘ahu.

Continuing Education and Training Programs

Completing a degree program and beginning a career is just the first step in a life-long learning process. As the world and technology are constantly changing, Kapi‘olani Community College is dedicated to providing a wide range of short- and long-term training options designed to help students keep up with the latest advances in a variety of areas, including computer education, health education, arts and sciences, business, hospitality, culinary, historical and cultural interpretations of Hawai‘i, caregiver, and senior programs.

A Commitment to Quality

Accreditation

Kapi‘olani Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd, Suite 104, Novato, CA 94949, (415) 506-0234, accjc@accjc.org, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Accreditations have been granted by the Board of Nursing, State of Hawai‘i, for the Practical Nursing and Associate in Science degree Nursing programs; the National League for Nursing Accrediting Commission (NLNAC) for the Associate in Science degree Nursing program; the National Accrediting Agency for Clinical Laboratory Sciences for the Medical Laboratory Technician program; the Joint Review Committee on Education in Radiologic Technology for the Radiologic Technology program; the Committee on Accreditation for Medical Assistant Education for the Medical Assisting program; the Accreditation Council for Occupational Therapy Education for the Occupational Therapy Assistant program; the Commission for Accreditation of Physical Therapy Education for the Physical Therapist Assistant program; the Committee on Accreditation for Respiratory Care for the Respiratory Care program; and the Accrediting Commission of the American Culinary Federation Educational Institute for the Food Service Patisserie and Culinary Arts programs. The Paralegal program is approved by the American Bar Association.

A Commitment to Academic Freedom

Kapi‘olani Community College, as a member of the University of Hawai‘i System of institutions, guarantees its faculty the freedom to teach and its students the freedom to learn. The freedom to engage in academic inquiry and to express ideas freely are both necessary to effective and meaningful learning experiences. All students and faculty, regardless of their country of origin, are members of an academic community dedicated to the pursuit of truth and the development of critical thinking.

Statement on Professional Ethics (from University of Hawai‘i Community Colleges Policy UHCCP #5.211)

A. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

B. As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best

scholarly and ethical standards of their discipline. Faculty members demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

C. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institutions.

D. As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

E. As members of their community, faculty members have the rights and obligations of other citizens. Faculty members measure the urgency of these obligations in light of their responsibilities to their subject, to their students to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom

A Commitment to Our Community

The college responds to the needs of the community, identifying current interests or trends and providing programs that enrich public education. It maintains ties with business, government, and social institutions and utilizes community resources and representatives in curriculum planning and development.

Advisory Committees

To keep curricula and requirements current and relevant, the college has invited community leaders in business, industry, and the professions to serve as advisors. These consultants provide guidance regarding course content, selection of training equipment, employment needs, and the effectiveness of different programs. Advisory committees are formed as new needs and programs are identified.

University of Hawai'i System

There are ten campuses within the University of Hawai'i System. The four baccalaureate institutions are University of Hawai'i at Mānoa, University of Hawai'i at Hilo, the University of Hawai'i–West O'ahu, and University of Hawai'i Maui College, on the island of Maui. Mānoa is the founding baccalaureate, graduate, and research campus located in Mānoa Valley on O'ahu; Hilo is on the island of Hawai'i; and West O'ahu is on the western side of the island of O'ahu. There are seven community colleges: four on O'ahu (Honolulu CC, Kapi'olani CC, Windward CC, and Leeward CC) and one each on the islands of Kaua'i and Hawai'i. In addition to select baccalaureates in applied science, the University of Hawai'i Maui College also offers a range of associate degrees.

In addition to these campuses, the University of Hawai'i System operates learning centers and extension, research, and service programs at more than 70 sites in the state of Hawai'i and is engaged in instructional, research, and service

activities across the Pacific Islands and in various foreign countries.

These institutions are governed by the University of Hawai‘i Board of Regents. The Vice President for Community Colleges is the chief officer for the University of Hawai‘i Community College System. Students on any of the campuses are also part of the larger University of Hawai‘i system, with access to the full range of associate, baccalaureate, and graduate degree programs. Founded in 1907 under the auspices of the Morrill Act, the University of Hawai‘i is one of twelve U.S. universities designated as land-grant, sea-grant, and space-grant institutions.

History

Kapi‘olani Community College is named after Julia Kapi‘olani Napela-Kapu-o-Kaka‘e, an ali‘i or chiefess who was beloved by her people as Queen Kapi‘olani. She and her husband, King Kalākaua, reigned during the turbulent years of 1874 to 1891. These were difficult years for the Hawaiian people as diseases and cultural shock reduced the population to less than 45,000. As King Kalākaua struggled to revive cultural pride and political autonomy for Hawaiians, Queen Kapi‘olani dedicated herself to preserving her race. Actively soliciting funds for the care of Hawaiian children and women who could not afford modern medicines, she was instrumental in founding Queen Kapi‘olani Hospital in 1890. Nearly a century later, Kapi‘olani Women’s and Children’s Medical Center serves the Pacific Basin as a major medical facility. *Kūlia i ka nu‘u, strive for the highest*, was the motto she adopted for her royal seal. With pride and responsibility, Kapi‘olani Community College has assumed the Queen’s name and motto. The college’s challenge is to perpetuate that heritage of excellence.

The college started as a postsecondary technical school in 1957. Known then as Kapi‘olani Technical School, it was administered by the Territorial Department of Public Instruction. (After statehood in 1959, the department was renamed the Department of Education.) The school was a consolidation of three occupational programs: hotel and restaurant, practical nursing, and business education.

In 1965, the school was transferred to the University of Hawai‘i System and renamed Kapi‘olani Community College. Subsequently, the college has expanded its occupational offerings and added the Liberal Arts program, which allows students to undertake course work leading to a baccalaureate degree. It has also added the Continuing Education and Training program, which offers short-term continuing education courses and contract training. The college is located on a scenic 44-acre site in Honolulu, on the island of O‘ahu. It is next to world-renowned Diamond Head Crater, about a mile from Waikīkī Beach.

The buildings on campus are named after native Hawaiian plants. Where possible, names are related to the designated function of buildings. The buildings are ordered alphabetically in a clockwise arrangement: ‘Alani, ‘Iliahi, ‘Ilima, Kalia, Kauila, Koa, Koki‘o, Kōpiko, Lama, Maile, Māmane, Mānele, Manono, Mokihana, Naio, ‘Ōhelo, ‘Ōhi‘a, ‘Ōlapa, Olonā, and Olopua. The theme of native Hawaiian plant names was selected for environmental, cultural, and historical reasons: to complement and not compete with the beauty of existing trees and plants on campus and in the neighboring areas; to suit its distinctively Hawaiian geographical location adjacent to Diamond Head, a volcanic cone known around the world as a symbol of Hawai‘i; to reflect the college’s namesake, Queen Kapi‘olani.

The theme is also compatible with one of the college’s primary missions, to contribute to and stimulate the cultural and intellectual life of the community, and one of its major emphases, Hawaiian and Asian-Pacific studies. It is an opportunity to educate faculty, staff, and students, as well as visitors from the larger community, about the fascinating variety of native Hawaiian plants. Hawai‘i has the highest proportion of native plant species in the world. Not found anywhere else, they have evolved from earlier arrivals borne on wind and water currents and developed in response to the soil and

climate in the islands.

Some native plants are endangered. Since the arrival of Captain Cook in 1778, vast and often irreversible changes have been caused by the importation of domestic stock, the advent of agricultural cultivation, and the introduction of a multitude of plant species from other areas of the world. As a result, many native tree and plant species have become endangered or extinct. In the words of Samuel H. Lamb, author of “Native Trees and Shrubs of the Hawaiian Islands,” “Through knowledge of the Hawaiian forest and the tree species that compose it will come an awareness of the need to protect it.” Through its building names, Kapi‘olani Community College hopes to contribute to a better understanding of Hawaiian plants and thus support the movement to protect and preserve their uniqueness.

A Commitment to Integrated Learning & Teaching

The college’s Strategic Plan includes objectives explicitly focused on a commitment to meeting the learning needs of students and providing them with coherent learning experiences. These objectives are met through faculty participation in classroom assessment and research, programs of professional development, and the college’s cross -curricular and pedagogical approaches based on established best practices in enhancing student learning.

Instructional Modalities

The College offers courses through a variety of modalities:

On campus, in person

Off campus, in person

Cable Television

Interactive Television

Completely Online

Hybrid, a blend of on campus, in person and online.

In all these modalities, the College requires high quality interaction between instructional faculty and students. This interaction is facilitated through in-person and online office hours. Faculty are also available via telephone and email and other social media. Counselors and advisors are also available through these same channels.

Student support services are provided for students in all courses in face-to-face or technology-mediated sessions. Regardless of the instructional modality selected, all students have access to counselors providing specialized services for First Year Experience students, single parents and displaced homemakers, veterans, students with disabilities, TRIO students, Native Hawaiian students, and students who need mental health services. Additional information on the College’s Distance Learning offerings and links to additional resources are available at <http://kcchawaii.edu/object/distancelearning.html>.

Cross-Curricular Initiatives

Kapi‘olani Community College focuses on the following cross-curricular initiatives, which serve to integrate course content, infuse skills, and provide cohesive learning contexts:

Writing Across the Curriculum and Thinking and Reasoning Emphasis

This college-wide emphasis includes both writing and thinking. It provides a multidisciplinary approach to writing as a mode of learning – a way of organizing thoughts, understanding concepts, discovering connections, and articulating and communicating ideas. Writing, thus, is a powerful tool that can assist understanding of course content and improve critical

thinking. But writing does not exist in a vacuum. It is ultimately connected with other aspects of language use – reading, speaking, and listening – and has a social as well as individual dimension. Instructors from Liberal Arts and technical, occupational and professional programs are encouraged to integrate writing, reading, and thinking strategies into their course objectives and activities.

Kapi‘olani Information Technology Emphasis

Research suggests that students who have access to technology excel in their chosen career or educational field. The Kapi‘olani Information Technology Emphasis (KITE) is Kapi‘olani Community College’s commitment to the development of knowledgeable and capable students for the 21st century information and interactive age. Kapi‘olani Community College provides an environment where students and faculty utilize technology in their learning activities. Computer labs are located throughout the campus where fast, convenient internet access is readily available.

International Education

International education at Kapi‘olani Community College recognizes that working and learning environments increasingly assume multicultural dimensions. In order to prepare students to meet challenges and opportunities in the multicultural arena, international education at Kapi‘olani Community College is built on three pillars: supporting the languages, cultures, and histories of Hawai‘i’s people; developing students’ capacity to understand and respect diverse cultures; and establishing and nurturing strong educational and economic partnerships in Asia, the Pacific, and the Americas.

The Honda International Center (HIC) provides international students with various services including admission, orientation, registration, assistance with the transition to college, academic advising, career counseling, information regarding visa regulations, health insurance and housing, and any issues that may arise from students’ living and studying in Hawai‘i. HIC takes an active role in the development of student leadership, friendship, and cultural awareness through the International Club. A special international student seminar is offered through the Intensive English Program to provide first-semester support in students’ orientation to higher education in the U.S., cultural awareness, career exploration, and college success skills.

HIC also coordinates international study abroad agreements and scholarship programs, providing students with exciting opportunities to travel and study in other countries. Another important function of HIC is to develop and coordinate customized education and training programs for the University of Hawai‘i Community Colleges (UHCC) System in areas such as short- and medium-term intensive and specialized English training, American and Hawaiian culture, culinary arts, hospitality, health sciences, and information technology. In addition, HIC manages international agreements and coordinates UHCC System-wide seminars and conferences and protocol activities such as visits by international delegations.

HIC is tasked with facilitating and implementing Kapi‘olani Community College’s commitment to international education. The International Education Committee, Honda International Center and other key faculty, student and staff committees and clubs promote, develop and implement programs, activities and services that provide a better understanding of multiculturalism, internationalism and the interconnectedness of the global community through:

A. Academic Curricular Infusion

- Language and culture requirements for the AA degree
- Global/multicultural foundation requirements
- Academic Subject Certificates in Hawai‘i/Pacific and Asian Studies

B. Cultural Extracurricular Infusion

- International Education Week
- International Festival
- International lectures, conferences, seminars and special presentations

C. First and Second Language Development and Teaching

- Intensive and content-based second language and culture studies in English, Chinese, Japanese, Korean and Spanish as Second Languages
- Second Languages for Specific Purposes for Tourism/ Hospitality, Business, leisure activities
- Applied first languages and cultures

D. Intercultural Programs

- International Café
- International Service Learning
- International Student Club
- Kaikuana and Kaikana (mentor/mentee) program

E. Honda International Center (HIC) Programs

- International student recruitment and enrollment management
- Study Abroad and international student exchanges
- Customized contract educational and training programs
- International exchange agreements
- International protocol activities

F. Enrollment Management and Student Transitional Services

- Admission and application assistance for entering Kapi‘olani Community College and its ESOL programs
- Orientation to Kapi‘olani Community College and its academic programs and services
- Assistance with health insurance, housing and transportation information and referrals
- Assistance with work permits, OPT, CPT
- Counseling and advising on academic issues, visa issues, financial resources, cultural adjustments
- Workshops on F-1 and other visa regulations, tax issues and intercultural communication

G. ESOL Intensive Transition Program

The ESOL Intensive Transition Program serves as an academic vehicle to transition students who score between 400 and 499 (paper based) or between 97 and 172 (computer based) on the Test of English as a Foreign Language (TOEFL) into the college and their academic major. After successfully completing the one-semester program, which meets 22 hours a week for 16 weeks, students are eligible to take a range of credit courses offered at Kapi‘olani Community College.

Students in the ESOL Intensive Transition Program develop their linguistic competence by studying content related to American and Hawaiian cultures and by giving oral presentations, writing a variety of assignments, listening to/watching videotapes, reading extensively, doing research, using computers and the internet, and going on field trips.

Kapi‘olani Community College’s ESOL Intensive Transition Program educational model is based on access, linguistic development, and concept/context-based learning. This model has been very successful for many international students entering U.S. colleges and universities. For more information, contact HIC at (808) 734-9312.

Service-Learning

Service-learning is a teaching and learning method that connects meaningful community service experiences with academic learning, personal growth, and civic responsibility. Service-learning enhances what is taught by extending student learning beyond the classroom and providing opportunities for students to use newly acquired skills and knowledge in real life situations in their own communities. Most Kapi‘olani students (nearly 10,000 since January 1995) choose to serve at more than 70 community benefit organizations and schools in Honolulu, helping with six major issue areas: arts, elder care, education, environment, health, and intercultural understanding. Critical reflective journals and an end-of-semester capstone essay link the students’ service experience to the course curriculum. Students are encouraged to serve at least 20 hours per semester and for more than one semester. For more information, call (808) 734-9353 or email kccserve@hawaii.edu.

First-Year Experience

In keeping with Kapi‘olani Community College’s philosophy, which encourages students to *kūlia i ka nu‘u* — reach for the highest, the college’s First-Year Experience (FYE) Program sets out to welcome students from all levels of preparedness and experience and serves as a bridge for their transition into college. The program provides students with a MAP (Master Academic Plan) and the learning tools, training, and support necessary for the journey toward academic and personal success. Upon completing the first year, students will have the direction and the skills necessary to move forward on their learning and personal paths. Having this solid foundation, students will be able to *Mai nea mua aku, kūlia i ka nu‘u* —“from this point on, reach the highest.” In order to achieve these goals, FYE activities include high school liaison, new student orientation, and summer bridge for transition into Kapi‘olani Community College as well as college skills classes. For more information, call (808) 734-9245 or email kapstart@hawaii.edu.

Other College Initiatives

Teacher Preparation

As part of Kapi‘olani Community College’s mission to “prepare students to meet rigorous baccalaureate requirements...and...rigorous employment and career standards...” the Teacher Preparation Program offers high quality two-year programs to support and prepare pre-education students and educational assistants to meet the rigorous requirements of their intended programs. The TPP program prepares pre-education students to successfully transfer to a baccalaureate teacher education program, and prepare Hawai‘i’s Department of Education (DOE) educational assistants to meet the mandates of President Bush’s No Child Left Behind (NCLB) Act of 1001. The curricular and co-curricular activities are designed to provide students opportunities for classroom experiences as they learn the fundamental concepts of education. For more information, contact the teacher preparation coordinator at (808) 734-9833.

Learning Communities

Learning communities are created when students are enrolled in the same two or more classes and when faculty integrate the content and assignments of those classes to provide all participants with a richer learning experience. Learning communities give students an active, experiential way of absorbing and applying knowledge and concepts while developing social and intellectual relationships with other students and with faculty members. Learning communities also provide a satisfying and creative experience for faculty members who gain new insights on their academic subject area and develop collaborative relationships with faculty partners and students. Each semester, a number of learning communities are offered. Details can be found in the schedule of classes.

The Honors Program

Pi'i aku a kau i ka nu'u.

(Ascend and stand on a place of honor.)

Honors education is designed to recognize high-achieving students and to offer them opportunities that enrich their college experience. There are two distinct parts of honors education: The Honors Curriculum Program and Phi Theta Kappa International Honor Society of the Two-Year College. The eligibility requirements are the same for both. Students receive letters of invitation when they have completed 11 or more credits at 100-level or above and have attained a cumulative GPA of 3.5 or above. Students are encouraged to take advantage of both facets as they provide different experiences.

The Honors Curriculum Program allows academically excellent students to enroll in honors classes at Kapi'olani Community College. There are two types of classes: (1) Small seminar classes in which all students are participants in the program. The teaching style and course materials may be more individual than in a regular class. (2) Honors classes within regular classes in which honor students, in addition to completing the regular class requirements, work with the instructor to design and complete an honors component. All honors classes are writing-intensive. Upon completion of degrees, honor students who have completed two honors classes and maintained a cumulative GPA of 3.5 or above will attain the distinction of Kapi'olani Community College Scholar. This honor is indicated on students' transcripts.

Phi Theta Kappa International Honor Society is the International Honor Society of the Two-Year College. Recognizing and promoting scholastic achievement among community, technical, and junior college students since 1918, Phi Theta Kappa International Honor Society offers academically excellent students international recognition and opportunities to develop records of leadership and service to the college and the community. The society is built on four hallmarks: leadership, scholarship, service and fellowship. Kapi'olani Community College's chapter, Alpha Kappa Psi, is an active chapter that organizes many campus-wide activities and events. The chapter participates in many regional events with other chapters in the Pacific Region, and students regularly travel to international society events. The chapter, individual members, and officers have won many awards at the international and regional levels. By participating in the society and its programs, students receive additional recognition and develop resumes that lead to more successful applications for scholarships, university transfers, and employment. Phi Theta Kappa offers lifetime membership and benefits including scholarship opportunities, discounts, and references. Upon completion of degrees, Phi Theta Kappans receive special seals for their diplomas, and students are distinguished at commencement as they wear Phi Theta Kappa stoles and tassels with their graduation regalia. For more information, contact the Honors coordinator at (808) 734-9174.

Independent Study

The purpose of independent study is to provide students with an opportunity to participate in the design and selection of learning experiences geared to their interests, aptitudes, and desired learning outcomes. Students may pursue a project or program of study for credit in any subject area in which credit courses are offered.

Independent study is undertaken under the guidance of at least one student-selected faculty member of the college who agrees to serve as a voluntary advisor.

Individual and group study cannot be in a catalog-listed course and should not be used as a substitute for a canceled class or classes. Before applying for independent study, students must successfully complete all or a substantial portion of the regular credit courses offered in the subject area.

Prior to applying for independent study, a student or student group consults with the faculty member about the project or

program of study to be undertaken and the number of credits to be earned.

A group study course should not involve more than six students without authorization by the program dean. Faculty should consider the amount of time required to serve as a voluntary advisor, since no teaching reduction or overload assignment is granted for the service.

After a project or program of study has been agreed upon by the faculty member and the student or student group and approved by the department chair and the program dean, an independent study course is set up: ALPHA 299 (e.g. HWST 299) for individual study and ALPHA 199 for group study.

Student Support Services

He pao‘o ka i‘a a‘ohe kaheka lehei‘ole ‘ia.

(There is no sea pool that a pao‘o does not leap into).

An active person is found everywhere, the Hawaiian proverb says. This adage is especially appropriate at Kapi‘olani Community College, where student services, activities, and special programs have expanded along with the Diamond Head campus.

A Commitment to Student Services

Disability Accommodations and Support Services

Disability Support Services Office (DSSO)

The Disability Support Services Office (DSSO) is the office for students with documented disabilities at the college. Kapi‘olani Community College is committed to ensuring equal access to programs and services for its students with disabilities. Students with disabilities must provide documentation of their disability and meet with a DSSO counselor to discuss their documentation and disability needs to determine appropriate accommodations. Support Services and accommodations that a student may be eligible for include notetakers, readers, scribes, auxiliary aids, books and materials in alternate format, accessible furniture, and special testing accommodations. For more information, contact DSSO at kapdss@hawaii.edu, phone (808) 734-9552, or stop by the office in ‘Iliahi 113.

TRIO Student Support Services

TRIO Student Support Services helps students attain their academic goal of graduation or graduation and transfer to a baccalaureate institution within four years. To be eligible, students must qualify as low-income as defined by the federal government or be a first-generation student (parent or legal guardian do not have a baccalaureate degree) and/or have a documented disability and be a U.S. citizen or permanent resident. Students must take an English placement test and place at the English 22 level or higher, enroll as a full-time student and have academic need as defined by the program. The program is funded by the U.S. Department of Education.

The following services are provided: academic advising and course selection, financial aid support - FAFSA & scholarship applications, tutorial assistance, financial literacy, advising on non-academic concerns, career counseling support, transfer support services, peer mentoring, cultural diversity enrichment and midterm assessment. For more information, contact the program counselors at (808) 734-9553.

Services for Deaf and Hard-of-Hearing Students

Kapi'olani Community College has the largest population of deaf and hard of hearing students among all the campuses in the University of Hawai'i System. Since the establishment of the Gallaudet University Regional Center for the Pacific Region in 1988, the population of deaf and hard of hearing students has increased from one or two per semester to 15 per semester. The students come from a variety of educational backgrounds and geographic locations. Through coordination of services with Kapi'olani Deaf Center, Disability Support Services Office, and the State Department of Vocational Rehabilitation, a strong foundation of supplemental support has been built to assist the students.

Deaf and hard-of-hearing students may receive the following support services: application, orientation, and registration assistance; academic, personal, and career counseling by a counselor fluent in American Sign Language; interpreters for any credit or continuing education class, workshop, or campus activity; computer assisted note-takers; note-takers; and tutors. An intensive preparatory program taught in American Sign Language has been developed for deaf and hard-of-hearing students. Individuals desiring information about the program or other services may contact the Kapi'olani Deaf Center at (808) 734-9210 (V Telecommunication Device for the Deaf [TDD] relay service at 711). Campus TTY locations are printed on the campus map.

Counseling

Counselors are available to assist prospective as well as enrolled students with educational, personal, and career concerns. Counseling services are available in the areas of self-evaluation, selection of majors, and academic planning. Interest inventories are also available to students, upon request, to assist them in narrowing possible career choices. In addition to individual and group counseling sessions, STAR, a degree audit program, is available to help students in their second and subsequent semesters' selection of courses. The degree audit focuses on courses to complete graduation requirements in the shortest amount of time and provides other helpful advice.

Single Parents and Displaced Homemakers Program

This is a federally funded program assisting single parents and displaced homemakers in gaining an education and marketable skills. Services include: admissions, career, and personal counseling; career exploration seminars; program information sessions; child care and financial aid information; textbook assistance; community and agency resources and scholarship search assistance.

A single parent is an individual who is unmarried or legally separated and has a minor child or children for which the parent has custody. A displaced homemaker is an individual who has lost the main source of income because of divorce, separation, disability or death of spouse, and has diminished marketable skills.

For more information, contact the Single Parents and Displaced Homemakers program at (808) 734-9504, or by e-mail at spdh@hawaii.edu. The program is located in the 'Iliahi building, Room 201, and their website is: <http://www.kcc.hawaii.edu/object/spdh.html>

Native Hawaiian Career and Technical Education Project

Kūlia Ma Kapi'olani, or the Native Hawaiian Career & Technical Education Project, is a federally funded partnership between Alu Like Inc. and Kapi'olani Community College. The goal of the project is to assist Native Hawaiian students to successfully gain admission to, graduate from, and find employment in a career and technical education program. "Native Hawaiian" is defined as any individual whose ancestors were natives of the area that now comprises the State of Hawai'i, prior to 1778. Services include academic & tutorial support, computer resources, peer mentoring, financial aid and scholarship application assistance, internship development/stipend assistance and job readiness services. For further information, please contact the NHCTEP coordinator at (808) 734-9554.

GEAR UP Hawai'i's mission is to encourage more of Hawai'i's youth, particularly those in low-income communities, to have high expectations, stay in school, study hard, and take the courses that will enable them to have the choice to go to college. Kapi'olani Community College is a partner institution with this federally funded project to support students to strive for college as an option after high school. Activities include college awareness, financial aid informational sessions, and college readiness for youth in this project.

Maida Kamber Center for Career Exploration, Transfer and Graduation Services

The Maida Kamber Center for Career Exploration, Transfer and Graduation Services provides quality information and guidance to assist all students in identifying and choosing majors and career paths. In addition, students whose goal is to transfer to a baccalaureate institution will find the Maida Kamber Center to be a rich resource on transfer and career programs to baccalaureate campuses within the University of Hawai'i System as well as other institutions in Hawai'i or on the mainland. It sponsors transfer workshops, career and transfer fairs, and career and interest testing. Access to online and print resources supports students' pathway to successful graduation. For more information, contact the coordinator at (808) 734-9500.

Veterans' Services - GI Bill Education Benefits Office

The GI Bill Education Benefits Office is located in 'Ilima 107 and provides support to all enrolled veterans and their dependents at the college. The staff and student workers in the office provide services such as general counseling, outreach, and certification. The GI Bill Education Benefits Office opened in Fall 2011 and demonstrates the college's commitment to our veteran population, their families and community we serve. The college has received the distinction of being a military-friendly school for the past three consecutive years and plans to add new programs and services. Veteran Students and their dependents at Kapi'olani Community College who intend to receive VA benefits should contact the GI Bill Education Benefits Office at (808) 734-9583 or visit our website: <http://vabenefits.kcc.hawaii.edu>

Academic Advising

Student Responsibilities for Academic Advising

As a student, you are responsible for:

- Taking the time to identify and clarify your academic values and goals.
- Reading carefully and understanding all the information you receive from the college by mail, email and MyUH Portal.
- Communicating regularly and keeping appointments with your counselor/advisor.
- Being familiar with important deadlines, academic policies, college regulations, program requirements, and course descriptions, which can be found in the Kapi'olani Community College Catalog, the Schedule of Classes, the academic calendar and website.
- Complying with academic deadlines and policies.
- Understanding academic requirements and monitoring progress toward achieving your degree or educational goal.
- Asking questions early enough to take action.
- Maintaining a personal academic file of notes and copies of forms submitted for processing.
- Taking the initiative to learn about and use the college services and resources available to you.
- Informing your counselor/advisor immediately when a serious problem or concern interferes with your academic progress such as your ability to attend classes or focus on course work.

Counselor Responsibilities for Academic Advising

Counselors are responsible for:

- Assisting students to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds
- Clarifying pertinent information and discussing the implications toward students' academic success
- Being accessible and available to students to respond to their questions and concerns
- Clarifying academic policies, college regulations, program requirements, procedures, and other college information
- Maintaining professional integrity, confidentiality, respect, and sensitivity in advising
- Helping students define and develop educational plans; assisting in the selection of appropriate course work and opportunities to achieve students' goals
- Respecting students' individual needs and diversity
- Assisting students to independently monitor their progress toward achieving their educational and career goals
- Being knowledgeable about, promoting and referring students to appropriate campus and community resources and services
- Informing students of the roles and responsibilities of the advisor/student relationship
- Maintaining currency in academic advising trends and techniques through professional development

TRANSFER PROGRAMS

Kapi‘olani Community College has established dual admission, dual enrollment agreements with four baccalaureate campuses: University of Hawai‘i at Mānoa (Ka ‘ie‘ie), University of Hawai‘i at Hilo (Ho‘omi‘i), University of Hawai‘i West O‘ahu (Mānanawai), and Oregon State University (Degree Pathway Partnership).

Ka ‘ie‘ie: Dual Admission, Dual Enrollment at the University of Hawai‘i at Mānoa

Ka‘ie ‘ie is a dual admission, dual-enrollment program focused on students’ successfully completing their degrees. Ka‘ie‘ie students who are eligible to be admitted to the University of Hawai‘i at Manoa may take all their courses at Kapi‘olani Community College until they are ready to transfer smoothly and successfully to UHM. Ka‘ie‘ie students will easily be able to access resources and academic advising at both institutions. Another way Student can access dual admission is through transfer. When they meet the criteria below, they can apply for admission to UHM, and under the Ka‘ie‘ie program, continue to take courses at the College.

The main goal of Ka‘ie‘ie is to help students graduate with a bachelor’s degree within as close as possible to a total of four years (or the equivalent in part-time attendance). Details on the Ka ‘ie‘ie program can be obtained from a brochure, available at <http://uhcc.hawaii.edu/kaieie/overview.php>.

Ka ‘ie‘ie was chosen as the name for this program for historical as well as symbolic reasons. Ka‘ie‘ie is the name of the channel between Kaua‘i and O‘ahu. Queen Kapi‘olani’s genealogical roots are firmly in Kaua‘i. However, her lineage also extends to Manoa Valley. The Queen’s great-great grandfather Ka‘eokulani was also the half-brother of Namanaha, who was Ka‘ahumanu’s mother. Ka‘ahumanu lived and ended her life in Manoa Valley.

The ‘ie‘ie plant stands as a metaphor for the symbiotic relationship between UHM and KCC, in a number of different ways. The ‘ie‘ie is a vine that grows along the ground, but when it finds a tree, it generates adventitious roots that make it possible for the vine to grow up the trunk and out onto the branches. The roots of the ‘ie‘ie are used to create the base for mahi‘ole, the feathered helmets worn by chiefs. Finally, the ‘ie‘ie plant is used in the process of preparing a koa tree in the making of a canoe. After the koa is cut down, the kahuna wraps the trunk of the koa with the ‘ie‘ie vine at the place where the crown of the tree is to be severed from the trunk. After several prayers, the top of the koa is cut.

Through this agreement we are performing all the important protocols of growing and falling the tree and we are giving the students the log to fashion their canoe to sail on their pathway.

University of Hawai‘i at Mānoa Transfer Policy

Please read the “Degree and Certificate Programs” section for information about general education core requirements and the articulated AA degree. The following conditions of transfer are in effect:

1. Student Transfer—The application period is November to June for the fall semester and June to November 1 for the spring semester. Students are advised to check requirements of the college of their choice since some at University of Hawai‘i at Mānoa have earlier deadlines. Information about University of Hawai‘i at Mānoa academic programs is available at www.hawaii.edu/links/manoa-h.html. Students may transfer to University of Hawai‘i at Mānoa if they meet the following requirements:
 - a. Complete a minimum of 24 credits in applicable courses numbered 100 or higher.
 - b. Earn a 2.0 GPR or higher (2.5 for nonresidents) for the courses taken.
2. Credit Transfer
 - a. Credit for some courses numbered 100-199 will transfer to University of Hawai‘i at Mānoa.
 - b. Credit for a “D” grade or higher for transferable courses taken within the University of Hawai‘i System will transfer to University of Hawai‘i at Mānoa.
3. Grade Point Transfer — University of Hawai‘i at Mānoa does not include community college GPR in its cumulative GPR.

Students are encouraged to read University of Hawai‘i at Mānoa’s catalog (www.catalog.hawaii.edu/) for general program information or visit the University of Hawai‘i at Mānoa website (www.hawaii.edu/gened/) for complete information on University of Hawai‘i at Mānoa’s general education requirements. They should also contact the counselors at the Maida Kamber Center for Career Exploration, Transfer and Graduation Services for complete information on transfer to University of Hawai‘i at Mānoa or other four-year institutions (808) 734-9500. The selections they make as a Kapi‘olani Community College student may help them meet University of Hawai‘i at Mānoa’s graduation requirements in addition to meeting the core requirements.

Information on transfer to University of Hawai‘i at Mānoa: manoa.hawaii.edu/admissions/undergrad/transfer.html

Listing of Kapi‘olani Community College General Education courses articulated to University of Hawai‘i at Mānoa: www.hawaii.edu/gened/articulation_kapcc.htm

Searchable database of Kapi‘olani Community College course equivalencies at UHM: www.hawaii.edu/transferdatabase/

Ho‘omi‘i: Dual Admission, Dual Enrollment at the University of Hawai‘i at Hilo

Through Ho‘omi‘i, a dual admission, dual enrollment pathway agreement, Kapi‘olani Community College students who meet admissions requirement at the University of Hawai‘i at Hilo may elect to take all their courses at Kapi‘olani. Through Ho‘omi‘i, the College and UHH will cooperate to promote successful undergraduate educational experiences for students who wish to follow curricular pathways started at KCC and completed at UHH. The goals of the partnership are to enable students to be jointly admitted to UH Hilo while completing program requirements at KCC, improve student access, success and four-year degree completion, expand options for college-level services and curriculum, and improve program articulation. The transfer policies for UH Hilo are explained below.

The name Ho‘omi‘i was chosen for this degree partnership to honor the relationship between Hilo and the namesake of our College, Queen Kapi‘olani. Kapi‘olani I, after whom Queen Kapi‘olani was named, was born in Hilo during the reign of Kalaniopu‘u in 1781. Her mother Kekikipa‘a was the daughter of Kame‘eiamoku and the sister of Ulumaheihei Hoapili. Her father was Keawema‘uhili, a high ranking chief and a sacred one in the time of Kalni‘opu‘u.

When Kamehameha was at war with the chiefs of Hilo, Kapi‘olani almost died when they fled to the forest. Those who were in charge of her tossed her into a clump of ferns because her weight retarded them when danger was near. Another man, walking through the forest, heard a child's cry and drew near to investigate. He discovered that the wailing voice belonged to his chiefess, who had been cast aside. He picked her up and ran with sorrow for her in his heart. The name of the man was Ho‘omi‘i. Without the help of Ho‘omi‘i, Kapi‘olani I might have been killed by enemy warriors.University of Hawai‘i at Hilo Transfer Policy

Students wishing to transfer to University of Hawai‘i at Hilo with an AA degree will be considered to have met the general education requirements for the BA degree. Students pursuing a BS degree (agriculture, astronomy, biology, computer science, geology, and nursing) or a BBA degree (business administration) will have some supplemental general education requirements to meet. These additional requirements are identified in the current University of Hawai‘i at Hilo Catalog (www.uhh.hawaii.edu/catalog).

Students may transfer to University of Hawai‘i at Hilo with 24 or more baccalaureate-level credits if they have a 2.0 grade point ratio (GPR) in those courses. They may also transfer with fewer than 24 credits if they earned a 3.0 high school GPR

in required courses or have a 2.5 high school GPR in required courses with a combined SAT score of 900 or higher. For more information about applying for admission go to www.uhh.hawaii.edu/studentaffairs/admissions/. Prospective transfer students should consult with their Kapi‘olani Community College counselor about the specific applicability of Kapi‘olani Community College courses to University of Hawai‘i at Hilo majors. The University of Hawai‘i at Hilo Transfer Guide for Kapi‘olani Community College, published by University of Hawai‘i at Hilo, is available at www.uhh.hawaii.edu/studentaffairs/advising/. Information on all University of Hawai‘i at Hilo programs is also available from University of Hawai‘i at Hilo Admissions Office, (800) 897-HILO, uhhadm@hawaii.edu or the UHH Counseling Center, (808) 974-7312

Information on transfer to University of Hawai‘i at Hilo:
hilo.hawaii.edu/catalog/admission-of-transfer-students.html

Listing of Kapi‘olani Community College General Education courses articulated to University of Hawai‘i at Hilo
hilo.hawaii.edu/studentaffairs/admissions/transfersystem.php

Searchable database of Kapi‘olani Community College course equivalences at UHH: www.hawaii.edu/transferdatabase/

Detailed information about transferring to UH Hilo is also available at the Maida Kamber Center for Career Exploration, Transfer and Graduation Services in ‘Ilima 104.

Mananawai: Dual Admission, Dual Enrollment at the University of Hawai‘i—West Oahu

Kapi‘olani Community College has entered into a degree pathway partnership with the University of Hawai‘i — West O‘ahu to promote students’ successful completion of baccalaureate degrees. Students may enroll in Mānanawai at two stages: as new students or as transfer students. Students who meet admission requirements at the University of West O‘ahu (westoahu.hawaii.edu/eligibility) may elect to take all their courses at Kapi‘olani Community College while maintaining their status as UHWO students. On the other hand, Kapi‘olani Community College students who meet criteria for transfer (see policies below) may enroll in Mānanawai at the point of eligibility for transfer, and continue to take their courses at the College.

Information on transfer to University of Hawai‘i—West O‘ahu:
<http://westoahu.hawaii.edu/transferring>

Listing of Kapi‘olani Community College programs and courses articulated with UHWO
westoahu.hawaii.edu/articulation

Searchable database of Kapi‘olani Community College course equivalences at UHWO:
www.hawaii.edu/transferdatabase/

This degree partnership receives its name from the geographical character of O‘ahu’s west side and the nature of the relationship between Kapiolani Community College and UH West O‘ahu. Mānanawai is a contraction of *mānana nā wai*, where *mānana* means buoyant; to float as canoes; to move together, as people and *wai* means water. Mānanawai represents people moving together in their canoes towards a common destination and from there spreading out into the world.

University of Hawai‘i–West O‘ahu Transfer Policy

The University of Hawai‘i–West O‘ahu offers junior- and senior-level courses. Students who have completed associate in arts degrees or 55 or more credits of college-level (100+) courses are eligible for admission. Students with AA degrees are deemed to have met University of Hawai‘i–West O‘ahu’s general education requirements. In addition, those who complete an articulated AS degree in the paralegal program at Kapi‘olani Community College may also transfer to University of Hawai‘i–West O‘ahu as classified students. All others with at least 45 credits of transferable course work may be considered for unclassified status, following a transcript evaluation. University of Hawai‘i–West O‘ahu offers bachelor of arts degrees in business administration, humanities, public administration, and the social sciences. Students may specialize in accounting, anthropology, general business, economics, Hawaiian-Pacific studies, history, justice administration, literature, philosophy, political science, psychology, public administration, or sociology. Students who are interested in applying or obtaining more information may call University of Hawai‘i–West O‘ahu at (808) 454-4700 Monday to Friday from 8:00 a.m. to 6:30 p.m. or visit the UHWO web site (www.uhwo.hawaii.edu).

Detailed information about transferring to UHWO is also available at the Maida Kamber Center for Career Exploration, Transfer and Graduation Services in ‘Ilima 104.

Degree Pathway Partnership with Oregon State University

Students may begin their Oregon State University bachelors degree at Kapi‘olani Community College. The Degree Pathway Partnership with OSU is a dual-enrollment program that allows students to be jointly admitted and enrolled at Oregon State University and KCC. The program is open to all U.S. citizens and residents pursuing their bachelor's degree. Benefits of being a degree partnership student include access to advisors on both campuses and access to OSU online courses while at KCC. Details about the Degree Pathway Partnership are available at oregonstate.edu/dpp.

Information on OSU Admissions: oregonstate.edu/admissions/index.php

Information on KCC to OSU course equivalencies: oregonstate.edu/admissions/baccalaureate-core-course-equivalencies-kapiolani-community-college

Information on OSU Financial Aid and Scholarships: oregonstate.edu/financialaid

Information on OSU Extended Campus (online courses): ecampus.oregonstate.edu/future

Detailed information about transferring to OSU is also available at the Maida Kamber Center for Career Exploration, Transfer and Graduation Services in ‘Ilima 104.

Co-Curricular Student Activities

Board of Student Activities

The Board of Student Activities (BOSA) oversees the co-curricular activities program at the college. Its mission is to complement the academic program and to enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, on-campus community service, recreational, leadership and governance activities. The primary focus of the program is “There’s More to College Than da Books.” Students are encouraged to participate in all aspects of the program. Activities include clubs, concerts, “Cactus-n-Coffee” garden clean up, OSA Guest Speaker Series (Study With Your Buddy (SWYB) program during final exams, Campus Safety, Health and Nutrition Series), access to University of Hawai‘i at Mānoa intramural sports program, multicultural performances,

convenience services (e.g., sale of bus passes, discounted movie tickets, locker rentals, campus lost-and-found center), and social events. For more information, contact the office at (808) 734-9582.

Student Congress

The Associated Students of Kapi‘olani Community College Student Congress is a Chartered Student Organization of the University of Hawai‘i system. By charter, all students who have paid their student activity fees and maintain a GPA of 2.0 or higher are eligible to become regular voting members of the Student Congress upon election. Elections are held each spring for At-Large positions from which the Congress members elect the executive board, including the chair, vice-chair, treasurer, secretary, and public relations officer. In addition, the Board of Student Activities, the Board of Student Publications and individual student clubs select a member to represent them as voting members of the Congress. The number of At-Large seats is equal to the current number of Registered Clubs and Boards recognized by the OSA at the end of the previous academic year. The Student Congress is the official channel between students and the college administration. For more information, contact the advisor at (808) 734-9580.

Board of Student Publications

The Board of Student Publications (BOSP) publishes Kapi‘o, a weekly student newspaper; Diamond Journal, an anthology of essays written by students in English classes; Horizons, a journal of Asian-Pacific writing and art; Spectrum, a student magazine featuring the best of student writing and art; Ka Nani, a student journal for creative writing, art and design; Ka I‘iwi Polena, a student journal focused on essays and art about Hawai‘i, and the people of Hawai‘i; CuiZine, a student journal for and about cooking. The BOSP also sponsors readings and writing contests to encourage student writers. Students interested in submitting articles and art or participating in the publication process should contact the Kapi‘o adviser at the Kapi‘o office in Lama 119, (808) 734-9120. The publications are supported by student publications fees and advertising. Email all publications at: kapio@hawaii.edu

A Commitment to The Learning Environment

Child Care

The ‘Alani Children’s Center, located on the Kapi‘olani Community College campus, provides care for children of students, faculty, and staff members. The Center enrolls children ages two through five and is operated by staff and faculty from Honolulu Community College’s Early Childhood Education program. The hours of operation are 7:30 a.m. to 4:00 p.m. for the Fall and Spring semesters. For information on applications, costs, and available openings, call the Center at (808) 734-9394 or e-mail goochpat@hcc.hawaii.edu. Additional contacts are: Honolulu Community College’s Children Center office at (808) 845-9466 or the Single Parents and Displaced Homemakers program at (808) 734-9504 (e-mail: spdh@hawaii.edu).

Safety and Security

Campus security is present 24 hours a day, seven days a week. The office is located in the Olopuia building, (808) 734-9900.

Parking

There is no charge for parking at Kapi‘olani Community College. However, students who wish to park in the upper campus parking lot at the corner of Makapu‘u and Kīlauea Avenue (Lot A) must apply for a no-cost permit. Parking in all other lots (except restricted areas) requires no permit at this time. There is no guarantee that parking will be available at peak periods. Applicable rules and regulations must be followed. Rules and regulations, including maps, are posted at

various locations on campus and are available at the Auxiliary Services Office, Olopuā 103. Parking is permitted only in areas marked and specified for parking. Vehicles obstructing traffic (e.g., parked at red curbs, fully or partially; on the grass or other landscaped areas; next to fire hydrants; in driveways; on crosswalks) will be ticketed and subject to towing.

Parking for Persons with Disabilities

All persons with disabilities who have a current State Department of Transportation Disabled Persons Parking Permit issued by the City and County of Honolulu are authorized to park in spaces designated for the disabled and in other parking areas not reserved for faculty, staff, and visitors. Vehicles violating this requirement are subject to a campus parking citation, a Honolulu Police Department Parking Citation, and towing at the owner's expense.

Bookstore

The Kapiolani Community College Bookstore is an institutionally owned bookstore under the direction of the University of Hawaii Bookstore. The Bookstore offers a selection of academic books and general merchandise. Located in the 'Ōhi'a Building, it is open Monday through Friday, 8:00 a.m. to 3:30 p.m. Extended hours for the first week of instruction will be posted online and in the schedule of classes.

The textbook department provides the academic community with books that are requested by the faculty for course instruction. To meet the needs of the student body, the Bookstore conducts book buybacks twice a year.

The Bookstore through the UH Bookstore is able to provide computer hardware, peripherals, and a wide selection of software from major vendors for sale to eligible students, faculty, and staff members at educational discount pricing. A valid KCC ID or a current KCC registration form must be shown for certain purchases.

The Bookstore sells general school and office supplies, art, gifts, greeting cards, and emblematic clothing. The Bookstore's website contains course materials. Make your online purchases at www.bookstore.hawaii.edu.

A Commitment to Learning Support

Ka waihona o ka na'auao. (The repository of learning.)

For the Hawaiians, the repositories of learning were those men and women who were blessed with wisdom. To support student learning, Kapi'olani Community College also offers learning centers—modern, technically innovative facilities that provide students with resource materials, tutorial assistance, audiovisual aids and access to microcomputers. Students are encouraged to take advantage of the following facilities:

Library

The library is located in the Lama building. Resources include books, periodicals, reference materials, online resources, DVDs, videotapes, and general and special collections. Services include reserve reading, internet access, reference assistance, group study rooms, photocopiers, an audiovisual alcove, and continuous CNN newscasts. Computer stations are available for open-lab use. Laptops may also be checked out for use in the library. The library houses the testing center, for placement testing and proctored testing for online and other classes. The library's services and materials are available to students, faculty, and off-campus borrowers. Students and faculty also have borrowing privileges at other libraries in the University of Hawai'i System. The library's online catalog provides access to all University of Hawai'i libraries and to many other resources.

The Center for Excellence in Learning, Teaching and Technology (CELTT)

The Center for Excellence in Learning, Teaching and Technology (CELTT) is committed to promoting learning and supporting teaching and technology. CELTT provides campus-wide access to information technology for instructional and administrative functions and coordinates professional development for faculty and staff. Through consultations, workshops, and activities, CELTT encourages faculty and staff to develop innovative instructional strategies that facilitate learning, including those that use new and emerging technologies. CELTT is located in the Naio building and provides support for collaborative faculty projects, professional development workshops, television production, distance learning, computer software development, electronic maintenance, and audiovisual resources.

Learning Assistance Centers

To encourage student success, the college offers supplementary instruction outside of the classroom and laboratory. Because of the diverse abilities and schedules of its student body, the college provides learning and enrichment centers where students can be more proactive about their learning.

Kahikoluamea Center: The Kahikoluamea Center provides tutoring and computer use for pre-college Math and English courses. The Center also provides COMPASS Brush-Up workshops in Math and English, space for group and independent study, classroom instruction, and counseling activities.

Kōpiko Computer Lab: The Kōpiko Computer Lab, located in Kōpiko 101, is a business education computer lab set up to serve the students majoring in one of Kapi‘olani’s business programs and for students taking business courses. It gives students access to the hardware and software they need to complete assignments, especially for courses such as accounting, business, business law, eBusiness, entrepreneurship, information technology, information and computer science, management and marketing. Most of the software is program specific and not available in any other lab at Kapi‘olani. The lab also provides space for independent study for the business students.

Science Technology Engineering and Math (STEM) Center: Located in Koki‘o, the STEM Center offers a welcoming environment with learning resources and academic support for students taking classes in any of the STEM disciplines. The atmosphere and configuration of the center promote student interaction and collaborative learning. Peer mentors and tutors are available to assist in STEM class work, provide support services and guidance. Faculty offices surrounding the STEM Center offer easy access to class instructors. Student monitors are available to help students to better utilize the center resources. Available technologies includes ready access to web connected computers and wireless tablet PCs, wireless access for students with their own mobile devices, a Magic Planet digital globe display and a Geographical Information System workstation.

Admissions, Registration, and Financial Information

I ku ka makemake e hele mai, hele no me ka malo‘elo‘e.

(If the wish to come arises, walk firmly.)

Admission Information

For information about Kapi‘olani Community College admissions, registration, and financial information, write or call:

Kapi‘olani Community College

Kekaulike Information and Service Center

‘Ilima 102

4303 Diamond Head Road

Honolulu, HI 96816

Phone: (808) 734-9555

Fax: (808) 734-9896

E-mail: kapinfo@hawaii.edu

Hours: Monday-Thursday, 8:00 a.m. to 4:00 p.m. Friday, 8:00 a.m. to 1:00 p.m.

Kapi‘olani Community College is an open-door college that welcomes students who meet the college’s admissions requirements, procedures, and regulations as outlined in this catalog.

Eligibility

All persons who are 18 or older, or who have earned a high school diploma or equivalency, are eligible for admission. There are, however, special requirements for International Students and for applicants to certain selective-admission programs.

General Admission

I. How to Apply:

1. Obtain and complete the University of Hawai‘i System Application Form. The application is available at any University of Hawai‘i System campus admissions office and online at <http://www.hawaii.edu/admissions/>. The application includes:
 - a. Application deadlines
 - b. Academic programs offered at University of Hawai‘i campuses
 - c. Notification to applicants for admission
 - d. Residency regulations (condensed)
 - e. Application requirements
 - f. System Application Form
 - g. Residency declaration

2. Mail, drop off in person, or electronically submit a completed application form, and appropriate supporting documentation, to Kekaulike Information and Service Center by the application deadline.

Non-Residents: A non-refundable \$25 application fee is required. Make check payable to: Kapi‘olani Community College and mail or drop off in person along with the completed application form and appropriate supporting documentation. The application fee cannot be submitted online.

Transfer students/students who have attended another (non-University of Hawai‘i System) college/university: Applicants who wish to transfer credits from a college or university (outside of the University of Hawai‘i System) attended previously should have official transcripts sent directly to Kekaulike Information and Service Center. Hand-carried or FAX transcripts will not be accepted.

Selective-admission programs: Certain programs have additional application requirements. Refer to the Selective Admission Requirements section of the catalog for additional details.

International students: Refer to the Requirements for international students (F1) in this catalog or online at

<http://www.kcc.hawaii.edu/object/applyf1.html> for details on international student admission requirements.

Returning students: Former Kapi‘olani Community College students who have skipped at least one semester of enrollment in the University of Hawai‘i System must re-apply for admission.

II. When to Apply

Students are advised to submit their applications as soon as possible. Refer to the application deadlines listed on the University of Hawai‘i System Application Form or online at <http://www.kcc.hawaii.edu/object/applydates.html>.

Note that selective-admission programs may have earlier application deadlines.

Applicants who do not meet the deadline for submission of all required materials (e.g. submission of transcripts, testing, residency documentation, etc.) will be considered for acceptance on a space available basis.

III. Application Review Process

All documents and transcripts submitted become the property of Kapi‘olani Community College. They will not be returned to the applicant. Upon receipt of the application form and, if applicable, supporting documents, Kekaulike Information and Service Center will review the application and request, if necessary, additional information as appropriate. Students should respond promptly to any requests for supporting documents.

After Kekaulike Information and Service Center receives the completed application form and all appropriate supporting documents, a notification of acceptance and enrollment instructions is mailed to the student. The instructions will include information regarding Tuberculosis (TB) clearance and Measles, Mumps, and Rubella (MMR) immunization requirements, placement testing, registration, and orientation.

Application Deadlines

A completed University of Hawai‘i System Application form and all other requested forms and/or documents must be submitted to Kekaulike Information and Service Center by July 15 for the fall semester, December 1 for the spring semester, or April 30 for the summer session. Students are advised to file their applications as early as possible. Programs with earlier closing deadlines for the 2012-13 academic year are Health Sciences, New Media Arts, Nursing, and Emergency Medical Services. Refer to the following sections on application requirements for Health, Nursing, and EMS programs.

Applicants should make every effort to apply early and to meet the testing and orientation deadlines. Applicants who apply after the deadline or who complete other requirements (e.g., submission of transcripts, testing, orientation, and requested residency documentation) after the deadline will be considered for acceptance on a space available basis. Applicants who wish to transfer credits from a college or university (outside of the University of Hawai‘i System) they attended previously should have official transcripts sent directly to Kekaulike Information and Service Center.

Hand-carried or FAX transcripts will not be accepted. High school transcripts are not required, except for international students and students who apply to certain selective-admission programs. Refer to Special Program Admission Requirements.

Health Requirements for Registration

In compliance with public health regulations, all students prior to registration must show evidence that they are free of

tuberculosis (test taken within one year of the first day of instruction) and documentation of measles immunization. The Health Clearance form is sent to new students with the acceptance letter and is also available at Kekaulike Information and Service Center. Students are also required to provide documentation of measles immunization. Kapi'olani Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

Selective Admission

Students applying for entry to Health Sciences, Nursing, EMS and New Media Arts must submit an Application for Selective Admission Program (ASAP) form, which is available at Kekaulike Information and Service Center, 'Ilima 101 or online at <http://www.kcc.hawaii.edu/object/asap.html>. Students not currently enrolled at Kapi'olani Community College must also submit the University of Hawai'i System Application form. Notification of acceptance is sent by mail.

Admission requirements and application deadlines for specific programs may be found on the Application Dates and Deadlines at <http://www.kcc.hawaii.edu/object/applydates.html> and in the curricula sections of this catalog. Further information regarding specific admission and application requirements may be obtained from Kekaulike Information and Service Center (808) 734-9555, Emergency Medical Services (808) 734-9288, Health Sciences (808) 734-9270, New Media Arts (808) 734-9290, and Nursing (808) 734-9305.

All applicants whose required materials are received by the deadline and who meet requirements will be considered for admission to requested programs. Students on academic probation at Kapi'olani Community College will not be considered for selection to these programs. Letters of acceptance or non-acceptance into selective admissions programs will be sent by late May or early June for fall entry and by late December for spring entry. All documents and transcripts submitted become the property of the college and will not be returned.

Requirements for International students (F-1)

Kapi'olani Community College is authorized under federal law to enroll non-immigrant (F-1) students. International students must comply with all regulations of the Department of Homeland Security as well as with applicable policy of the Board of Regents of the University of Hawai'i and the policies of Kapi'olani Community College. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Kapi'olani Community College complies with all applicable requirements of state health agencies and U.S embassies/councils as may be required by law or by rules and regulations.

International students who do not have the demonstrated language proficiency to enter Kapi'olani Community College's credit classes can take a one-semester Intensive ESOL class (non-credit). It is offered fall, spring and summer terms. After successfully completing this course, students may enter Kapi'olani Community College's credit classes and programs.

International applicants must meet general admissions requirements as well as the following additional requirements.

1. Submit a Supplementary Information Form for undergraduate International Applicants.
2. Submit an application fee of \$25. It is not refundable and may not be transferred to another semester.
3. Submit an ESOL reservation fee of \$75. This fee is for those who are applying for Intensive ESOL course. Also this fee is not refundable and may not be transferred to another semester.
4. Submit an official proof of English Proficiency Tests. The college accepts TOEFL, TOEIC, Eiken/STEP, IETLS and other English proficiency tests. Please refer to the international student admission web page at

<http://www.kcc.hawaii.edu/page/intlstudents> for more details.

5. Official Transcripts of their school records showing evidence of successful completion of schooling equivalent to 12 years of U.S. education or higher must be sent directly from their school to Kapi'olani Community College or in a sealed school envelope. Student copies of transcripts and opened envelopes are not acceptable.

6. Submit an Official Bank Statement or an Affidavit of Financial Support guaranteeing that no financial assistance will be needed and no employment will be required for the first 12 months. Tuition and living expenses such as housing and food are approximately \$21,000.

7. Submit a copy of their valid SEVIS I-20 and a verification of enrollment form if they are already in the U.S and attending another school.

Items 1-7 plus the University of Hawai'i System Application Form must be received by the Honda International Center, 'Iliahi 112, phone: (808) 734-9312, fax: (808)734-9454, email: HIC@hawaii.edu by the following dates: June 15 for the fall semester; November 1 for the spring semester; March 15 for the summer session. All documents and transcripts submitted become the property of the College. They will not be returned. Applicants will be notified by mail of their acceptance or non acceptance.

Prior to registration, all international students must demonstrate proof of enrollment in a health and accident insurance plan. The intent of this requirement is to protect international students from the high cost of unanticipated health care expenses resulting from accident or illness. Currently, Kapi'olani Community College offers a student health insurance plan by HMSA. All international students must submit proof of tuberculosis (TB) clearance (TB test must be taken in the US) and record of two MMR (Measles, Mumps, and Rubella) immunizations for registration approval.

Accepted applicants will be notified and will be sent a SEVIS I-20 form. The applicant is responsible to see that all requirements have been met. Kapi'olani Community College does not send reminders. International students must also enroll for a minimum of 12 credit hours each semester, and satisfactory progress must be made.

Requirements for Early Admission for High School Students

High school seniors may apply to the Early Admissions Program at Kapi'olani Community College and earn college credits while in high school. Enrollment is on a space-available basis and limited to one or two courses for which prerequisites have been met. Recommendation from the high school counselor or principal is required. Generally, students accepted into the program have a grade point average that indicates a high probability of college-level success and have exhausted present high school electives in their field of interest. An Early Admissions Program application, including an official copy of high school transcripts, must be completed and submitted to Kekaulike Information and Service Center for each semester of enrollment. An admission decision is sent to applicants who meet the stated requirements.

Requirements for Running Start Program for High School Students

The Running Start program is a unique partnership between the Department of Education and the University of Hawai'i Community Colleges. It allows public high school juniors and seniors to attend college classes while earning both high school and college credits. Running Start students attend regular community college classes during the school day or in the evening. Upon satisfactory completion of course requirements, earned college credits are transferable to any University of Hawai'i System degree-granting institution and may be accepted by other four-year institutions as well. Students must comply with the University of Hawai'i Community Colleges requirements such as applying for admission, achieving the appropriate English and math levels on the placement test, maintaining acceptable academic standing, and attaining approval from their high school counselor regarding eligibility for this program. Students should contact their

high school counselor or the Running Start Coordinator at (808) 734-9508 for application materials and procedures.

Residency Regulations (condensed)

(The residency rules and regulations may be subject to change)

Students who do not qualify as bona fide residents of the State of Hawai‘i, according to the University of Hawai‘i rules and regulations in effect at the time they register, must pay the nonresident tuition. An official determination of residency status will be made prior to enrollment. Applicants may be required to provide documentation to verify residency status. Once classified as a nonresident, a student continues to be so classified during his/her term at the college until he/she can present clear and convincing evidence to the residency officer that proves otherwise. Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer in the Admissions Office. The complete rules and regulations are available at the Admissions Office.

DEFINITION OF HAWAI‘I RESIDENCY

A student is deemed a resident of the State of Hawai‘i for tuition purposes if the student (19* or older) or the student (under 19*) and his/ her parents or legal guardian have:

- (1) Demonstrated intent to permanently reside in Hawai‘i (see below for evidences);
- (2) Been physically present in Hawai‘i for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai‘i his/her legal residency; and
- (3) The student, whether adult or minor, has not been claimed as a dependent for tax purposes for at least 12 consecutive months prior to the first day of instruction by his/her parents or legal guardians who are not legal residents of Hawai‘i.

To demonstrate the intent to make Hawai‘i your legal residency, the following evidence apply:

- A. Filing Hawai‘i resident personal income tax return.
- B. Voting/registering to vote in the State of Hawai‘i.

Other evidence, such as permanent employment and ownership or continuous leasing of a dwelling in Hawai‘i, may apply, but no single act is sufficient to establish residency in the State of Hawai‘i.

Other legal factors in making a residency determination include:

- A. The 12 months of continuous residence in Hawai‘i shall begin on the date upon which the first overt action (see evidences) is taken to make Hawai‘i the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.
- B. Residency in Hawai‘i and residency in another place cannot be held simultaneously.
- C. Presence in Hawai‘i primarily to attend an institution of higher learning does not create resident status. A nonresident student enrolled for 6 credits or more during any term within the 12-month period is presumed to be in Hawai‘i primarily to attend college. Such periods of enrollment cannot be applied toward the physical presence requirement.
- D. The residency of unmarried students who are minors follows that of the parents or legal guardian. Marriage emancipates a minor.
- E. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai‘i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning, provided that Hawai‘i is claimed and maintained as the person’s legal residence.

BOARD OF REGENTS EXEMPTIONS

1. Nonresidents may be allowed to pay resident tuition if they qualify as one of the following:

- A. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.
- B. Members of the Hawai'i National Guard and Hawai'i Reserves.
- C. Full-time employees of the University of Hawai'i and their spouses and legal dependents (as defined under Internal Revenue Service rules).
- D. East-West Center student grantees pursuing baccalaureate or advanced degrees
- E. Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.

2. Citizens of an eligible Pacific island district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition.

At the time of publication, these included the following:

- American Samoa
- Niue
- Commonwealth of the Northern Marianas
- Republic of Belau
- Republic of the Cook Islands
- Marshall Islands
- Federated States of Micronesia
- Solomon Islands
- Futuna
- Tokelau
- Kiribati
- Tonga
- Nauru
- Tuvalu
- New Caledonia
- Vanuatu
- Wallis

This list is subject to change. For a current list, please contact the Admissions Office or visit www.hawaii.edu/academics/admissions.

MISREPRESENTATION

A student or prospective student who provides incorrect information on any form or document intended for use in determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

APPEAL PROCESS

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal.

*The age of majority is 18 years. However, a person between the ages of 18 and 19, unless emancipated, cannot claim residency solely on the basis of himself/herself because he/she does not have the minimum 12 months residency which commences on his/her 18th birthday. Therefore, the applicant must claim a portion of the required 12 months on the basis of his/her parent or legal guardian.

Registration Information

Students at any campus within the University of Hawai'i System may enroll in classes at other University of Hawai'i campuses for which they are eligible during the same term without submitting a new admission application. They should follow the registration instructions issued by their home institution. The home institution is the campus where they are seeking a degree. They may change home institutions among the University of Hawai'i community colleges by completing and submitting a Change of Home Institution (CHI) form to Kekaulike Information and Service Center (KISC) in 'Ilima 101 by the deadline stated on the form for the change to take effect in the desired semester.

The Registration Process

Registration Schedules and Course Information

Important dates are listed in the academic calendar in the Schedule of Classes. Prior to each semester, the college publishes a schedule, providing registration instructions and listing courses, class hours, locations, and instructors. Students may register for classes through MyUH at <http://myUHportal.hawaii.edu> at their assigned registration appointment. Students may also register in person at Kekaulike Information and Service Center (KISC) according to the printed registration schedule found in the Schedule of Classes. New students receive detailed registration instructions during the new student orientation.

Orientation and Advising

Kapi'olani Community College has a mandatory First-Year Experience program that introduces new students to Kapi'olani Community College through orientation sessions offered prior to the beginning of the semester. Family members and students who are returning to Kapi'olani Community College or transferring from another college are also invited. The sessions provide information about registration procedures and course selection. Contact the first-year experience coordinator at (808) 734-9245 or e-mail kapstart@hawaii.edu for more information.

English and Math Placement Tests (COMPASS Placement Tests)

Appropriate placement is required for all English and math courses as well as many other courses. Students who have not completed previous college courses in English or math should take the COMPASS placement test. Testing is available on a walk-in basis during most of the year. Results are provided upon completion of the test. For information on testing dates and times, go to the testing center at 'Iliahi 124 (or call 808-734-9144). Disabled students can arrange to take the test through the Special Student Services Office at (808) 734-9552. Please call at least one week prior to the testing date.

Language Placement Testing

Placement testing is required for all students who wish to enroll in a foreign or Hawaiian language course beyond the 101 level but who have not completed the college-level prerequisite course. It is also required for students with previous knowledge or experience in a language they plan to study.

Credit Load Limits

Eighteen semester hours is the maximum for which students may enroll during the registration period. Students wishing to enroll for more than 18 credits must obtain permission from an academic counselor.

International Student Registration

International students with an F-1 visa are required to carry at least 12 credit hours each semester. They must complete their program of study in accordance with the period specified on the I-20 form.

They should contact the international student advisor prior to enrollment at Kapi'olani Community College. (808-734-9312)

Registration, Adds, Drops and Changes

Students may register online for classes through MyUH at <http://myUHportal.hawaii.edu> starting at their assigned registration time. They may also register in person at Kekaulike Information and Service Center according to the printed registration schedule found in the schedule of classes. Any changes to their schedule after the initial registration session may be made online or in person. Beginning on the first day of classes for each term, a \$5.00 fee will be charged for each registration change made in person, but there is no charge for online transactions.

Semester-long (16-week) classes may be dropped through the end of the tenth week of instruction. However, official withdrawals during the first three weeks of the semester will not be noted on students' academic records. The change of registration period for modular (less than 16 weeks) classes varies. The deadlines are on the class availability webpages at <http://myuh.hawaii.edu/uhdad/avail.classes?i=KAP>. Instructor consent is not required, and the student—not the instructor—is responsible for processing the change. Late withdrawals, however, require approval of the instructor and the chair of the department that offers the course. Withdrawals after the deadline are permitted only for unusual or extenuating circumstances beyond the student's control.

Students will receive a grade of "F" if they do not officially withdraw from a class that they have stopped attending.

Late Registration Fee

Students who register on or after the first day of instruction in spring or fall will be charged a late registration fee of \$30. Students who register on or after the first day of instruction in summer will be charged a late registration fee of \$10. This fee is applicable even when registering for special term classes beginning later in the semester.

Partial Withdrawal (not all classes) After the Official Deadline

Official course withdrawals after the drop deadline are permitted only for unusual or extenuating circumstances beyond the student's control. Official course withdrawals after the drop deadline must be done in person at Kekaulike Information and Service Center (KISC) and require the approval of both the course instructor and the chair of the department that offers the course. If officially withdrawing from a class after the drop deadline, students should obtain the Class Add/Drop form (also called the Change in Registration form) from Kekaulike Information and Service Center (KISC), obtain the instructor's and department chair's signature, and return the completed form to Kekaulike Information and Service Center (KISC) for processing.

Complete Withdrawal (all classes) from College

Students are not permitted to withdraw online from the last class at their home institution. Instead, students whose home institution is Kapi'olani Community College who wish to withdraw from all of their classes should obtain and submit the Class Add/Drop form in-person at Kekaulike Information and Service Center (KISC) or fax the form to (808)734-9896 by the withdrawal deadline. Students withdrawing from all semester-long classes during the first three weeks of instruction for the semester will not have their classes noted on their academic transcript. Students withdrawing from semester-long classes between the fourth and tenth week of instruction and thereafter will have a "W" for each course noted on their academic transcript. After the tenth week, withdrawals are permitted only for unusual or extenuating circumstances beyond the student's control. Complete withdrawal from all classes after the tenth week requires the approval of the Vice Chancellor of Student Services and is approved based on extenuating circumstances that can be documented by the student. Withdrawal deadlines vary for modular classes, and can be found on the class availability web page at

<http://myuh.hawaii.edu/uhdad/avail.classes?i=KAP>

Students who withdraw from college on or after the first day of instruction are eligible to enroll the following semester as continuing students. Those who withdraw from all classes before the first day of instruction must submit a new application for admission by the application deadline if they wish to return to Kapi'olani Community College in the future.

Unofficial Course Withdrawal

Students will receive a grade of "F" if they do not officially withdraw from a course that they have stopped attending. All withdrawals must be completed according to the instructions as outlined in the catalog (also available online and on the back of the Change in Registration form) and by the stipulated deadline.

Tuition and Registration Fees

Kapi'olani Community College provides a number of financial assistance programs.

Tuition and Fee Schedule

Resident: \$101.00 per credit hour.

Non Resident: \$ 296 per credit hour.

All tuition and fees in the University of Hawai'i System are subject to change in accordance with requirements of Hawai'i State law and/or action by the University of Hawai'i Board of Regents or by the University Administration.

Tuition Payments: For registration to be official, all tuition and fees must be paid in full by stated deadlines. University of Hawai'i policy forbids deferred payment of tuition. Tuition and fees are subject to change.

Change of Registration fee: For substituting, adding, and/or deleting courses/credits in-person, a fee of \$5.00 will be charged per transaction. This fee does not apply when students withdraw from all courses (complete withdrawal from college) or make changes online.

Graduation fee: A \$15.00 per diploma fee is payable at the time an application for graduation is submitted. This fee is not refundable but is applicable to the next application if graduation is denied. Beginning in Spring 2013, the College will contact eligible students regarding changes in how degrees and certificates will be processed. Please contact the Vice-Chancellor for Student Affairs Office for more information on this policy change.

Late Registration fee: A \$30.00 fee for late registration is charged when students register during the late registration period or after in the fall and/or spring semester.

Nonresident Application fee: An application fee of \$25.00 is charged to nonresidents.

Publication fee: A publication fee of \$10.00 per student is charged each semester.

Cap and Gown Rental fee: Caps and gowns may be rented at the bookstore two weeks prior to graduation.

Student Activity Fees: (for all students, resident and non-resident)

1 – 9 credit hours \$2.00/credit hr.

10 or more credit hours \$20.00

Full-time students pay a Student Activity fee of \$20.00 per semester. Part-time students pay \$2.00 per credit up to \$20.00 for the Student Activity fee.

Transcript fees: There is a \$5.00 charge per copy for all transcripts, including student copies, copies sent to University of Hawai'i schools for other than transfer purposes, and copies sent to other schools or agencies. Since all campuses in the University of Hawai'i System share the same records database, transcripts are not required when transferring between campuses. The exceptions to this rule are the Law, Medical, and Nursing schools of the University of Hawai'i at Mānoa. Requests are processed in 3-5 business days. The charge for rush requests is \$15.00 per transcript (processed within one business day).

Dishonored Checks fee: A \$25.00 service charge plus an additional service charges per month will be assessed for each check made out to Kapi'olani Community College or any department of the College that is returned for any cause.

Professional Program fees for Nursing, EMS, and Health Sciences: Nursing and other health programs require special fees.

Special fees for Nursing classes:

Associate in Science in Nursing \$500.00

Practical Nursing \$300.00

Nurse Aide (per course) \$ 25.00

Special fees for Health classes: (per semester)

Dental Assisting \$250.00

Emergency Medical Technician \$130.00

Medical Assisting \$200.00

Medical Lab Technician \$200.00

Mobile Intensive Care Technician \$50.00

Occupational Therapy Assistant \$140.00

Physical Therapy Assistant \$200.00

Radiologic Technology \$300.00

Respiratory Care \$250.00

Financial Obligations to The University

Students who have outstanding financial obligations (tuition and fees, traffic violations, parking tickets, unreturned library books, library fines, other fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas, and registration in accordance with the "Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawai'i."

Refund Policy

The date of the withdrawal request in relationship to the start and end dates of the class is used to calculate tuition refunds.

The dates for classes are on the class availability webpage at <http://myuh.hawaii.edu/uhdad/avail.classes?i=KAP>. Full refunds will not be made for PCC and PCM classes once classes begin. However, full refunds will be made if a class is canceled. Student activity, publication and professional program fees are refunded 100% only for complete withdrawal from the University of Hawai'i System within the first week of instruction. Refunds of less than a dollar will not be made.

Penalty Charges

Penalty Charges: Penalty charges such as late registration and course change fees will not be assessed if it is determined that students are not responsible for the action causing the charge to be levied. Inquiries on exceptions can be made at Kekaulike Information and Service Center (KISC).

Student Classification

Registered students are classified in the following manner:

By Program Enrollment Classified: Students enrolled in a designated curriculum leading to a degree or certificate.

Unclassified: Students not enrolled in a designated curriculum leading to a degree or certificate.

By Number of Credits Full-time: Students enrolled for 12 or more semester hours (or equivalent courses).

Part-time: Students enrolled for 11 or fewer semester hours (or equivalent courses). Audited classes and credit by exam will not be counted in the determination of enrollment status.

Grade Levels

Students who have completed 1-24 semester hours are considered at the freshman level. Students who have completed 25 or more semester hours are considered sophomores.

By Registration Status First Time: Students attending a postsecondary institution (beyond high school) for the first time.

Continuing or Returning Kapi'olani Community College Student: Students registered for credit at Kapi'olani during the previous semester (excluding summer sessions) or returning to Kapi'olani Community College after an absence of one or more semesters.

Continuing student from another University of Hawai'i System campus: Students registered for credit at another University of Hawai'i System during the previous semester (excluding summer session).

Transfer student from a non- University of Hawai'i System campus: Students last enrolled in another postsecondary academic institution outside the University of Hawai'i system.

Continuing Education: Kapi'olani Community College students taking a continuing education course.

Records

Changes to Personal Data: Requests for changes or corrections to personal data such as name, residence, or mailing address should be submitted to Kekaulike Information and Service Center (KISC). Name changes require submission of

official documents verifying the change. Current mailing address is required; address changes may be submitted online and in-person.

Academic Transcripts: All academic records are maintained permanently by the college. For copies of transcripts, contact Kekaulike Information and Service Center (KISC), 'Ilima 101, phone (808) 734-9555, fax (808) 734-9896 or email kapinfo@hawaii.edu. Information on obtaining copies of transcripts is also available on the Kapi`olani Community College website.

Grade Reports: At the end of each semester and summer session, grades are available online at MyUH, <http://myUHportal.hawaii.edu> The College does not mail grade reports to students.

Record Retention: All documents submitted to Kapi`olani Community College by an applicant/student become the property of Kapi`olani Community College. They will be retained for the entire academic year if the applicant does not enroll in the college. If the applicant enrolls, such documents will be retained for 5 years after the student ceases enrollment.

Application for Graduation

Applications for associate degrees, certificates of achievement, or academic subject certificates may be obtained at Kekaulike Information and Services Center (KISC) or online at <http://www.kcc.hawaii.edu/page/kiscdocs>. Students must submit the graduation application by October 15 for the fall semester. Beginning in Spring 2013, there will be changes in processing degrees and certificates noted on the transcript. Please check the KISC website at that time. Applications for a certificate of completion may be obtained at the appropriate department office.

Graduation Requirements

Students must meet the set of requirements for graduation listed in the catalog either at the time of entry into the degree program or in any subsequent catalog if enrollment is not interrupted. Requirements from different catalogs may not be used interchangeably. These requirements are listed elsewhere in this section and in the curricula section of this catalog.

Residency: The final 12 credit hours in major must be earned at Kapi`olani Community College. The residency requirement may be waived for cause at the option of a dean. The Graduation Exception Report Form must be completed and approved before transferring to another institution. The dean may also approve use of credit by examination to meet residency requirements at his or her discretion.

Financial Information

Financial Aid Programs

The financial aid program at Kapi`olani Community College helps students who can benefit from higher education but who may have difficulty attending college without financial help. The program supplements the efforts of students and their parents/spouse. The majority of aid awarded by the college is federal and based on demonstrated financial need. Classified students may qualify for financial assistance for courses applicable toward an eligible degree or certificate program at Kapi`olani Community College. Students applying for assistance must maintain satisfactory academic progress before any aid will be awarded. (The policy is available at KISC or at www.kcc.hawaii.edu.) All funds are distributed in accordance with federal, state, and institutional policies.

Students who wish to be considered for financial assistance must submit the Free Application for Federal Student Aid (FAFSA). The campus may require that additional forms be completed in order for aid to be awarded. For further information, contact Kekaulike Information and Service Center (KISC) or visit www.kcc.hawaii.edu.

Awards are based on the number of credits enrolled. Students who change their enrollment status after being awarded may be required to repay all or part of the financial aid. Awards will be recalculated based on federal guidelines to determine if an over-award repayment is necessary. Over-award repayments are made in accordance with federal guidelines.

Per federal regulations, refunds must first be returned to repay any student financial aid received. Remaining funds will be returned to the federal, state, institution, and student—in that order. The Financial Aid Refund Policy is available at KISC - Financial Aid Section.

Definition of an Academic Year for Financial Aid Purposes

The definition of a financial aid academic year at Kapi‘olani Community College is one in which a student completes a minimum of 30 weeks of instruction and 24 semester credit hours. The following apply to all federal financial aid programs for students:

Academic Year 1: credits 1-24

Academic Year 2: credits 25 and above

Grade level progression used for Federal student loan programs are defined as follows:

Freshman: 0 – 24 semester credit hours earned (100 level or higher)

Sophomore: 25 or more semester credit hours earned (100 level or higher)

Eligibility Requirements for Financial Aid

Eligibility requirements are determined by federal rules and include the following:

Applicant must have a social security number (unless from Republic of the Marshall Islands, Federated States of Micronesia, or Republic of Palau)

- be a U.S. citizen or an eligible noncitizen (permanent resident)
- be enrolled in a degree granting program approved for federal funding (classified student at Kapi‘olani Community College)
- be making satisfactory academic progress toward a degree
- not be in default on a loan or owe a refund on a federal grant
- have demonstrated financial need
- have obtained a high school diploma, GED, approved home school. • be registered with Selective Service, if required
- not have been convicted on certain drug violations

Financial Aid Satisfactory Academic Progress

In accordance with the federal regulations, financial aid recipients must maintain satisfactory academic progress toward the achievement of a degree or certificate. Financial aid standards for satisfactory academic progress are not the same as the university standards. The student’s academic progress will be evaluated at the time of awarding (or at the end of

Spring/Summer for awards done prior to the end of the previous academic year).

ELIGIBILITY REQUIREMENTS

1. Students must be enrolled in a classified degree or certificate program of study (approved for Title IV funding by the U.S. Department of Education) at Kapi‘olani Community College (KCC).
2. Students must maintain a cumulative grade point average (GPA) of at least 2.0.
3. Students must successfully earn 67% of all credits attempted. The following grades will be considered as credits attempted but not earned: W, F, NC, NP, and I. An “I” will be calculated as no credit until it reverts to a letter grade and is posted to the student’s academic record. Repeated courses count toward Attempted Credit Hours.

ELIGIBILITY LIMITATIONS

1. Students will be allowed to attempt 150% of the number of credit hours normally required to complete the degree or certificate program the student is seeking.
2. Students who change majors, have a previous degree or certificate will be assessed based on the number of remaining credits needed towards their current degree (only one change of major allowed). Students who are seeking an AA and have earned an AA/BA/BS are not eligible for financial aid.
3. ALL previously attempted credits (including summer) will be considered in determining satisfactory academic progress AND included toward Attempted Credit Hours, WHETHER OR NOT a student has previously received any financial aid.
4. Transfer credits which are accepted by KCC will be counted towards maximum time frame (refer to #1 above).
5. Courses with grading option 'Audit' are ineligible for financial aid.
6. Courses previously attempted and completed are restricted to payment once.

Students who COMPLETELY WITHDRAW during a semester will be assessed completion rate requirements based on their ORIGINAL ENROLLMENT.

FINANCIAL AID PROBATION DUE TO PROFESSIONAL JUDGMENT

Students who do not meet the minimum standards for academic progress but have an approved (by a Financial Aid Specialist) appeal due to mitigating circumstances (i.e. serious illness/injury or death in the immediate family) may be placed on Financial Aid Probation Due to Professional Judgment.

DURING THE PROBATIONARY SEMESTER(S), STUDENTS MUST:

1. Earn ALL credits required based on the SAP conditions listed on the award letter, AND² Raise/maintain cumulative GPA to at least 2.0.

Students on financial aid probation due to professional judgment will be notified in writing of their status and conditions. While on financial aid probation, students are still eligible to receive financial aid but continued eligibility is dependent upon successful completion of their probationary requirements.

FINANCIAL AID SUSPENSION

Students will not be eligible to receive financial aid for any of the following reasons:

1. Fails to complete the completion rate requirements or GPA.
2. Fails to complete the requirements (GPA and credit completion) for courses taken during the probationary semester.
3. Attempted credits are more than the maximum 150% of the degree/certificate currently seeking.

Students will be notified in writing of their financial aid suspension.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

To be reinstated for financial aid eligibility, a student may attend courses during subsequent terms, at the student's expense, to make up credits and/or improve her/his GPA. Upon successful completion of once again meeting the KCC SAP Policy standard requirements, the student may submit a request for reinstatement through the KISC.

APPEAL OF FINANCIAL AID SUSPENSION

Financial Aid Suspension may be appealed due to mitigating circumstances, such as serious illness/injury or the death of an immediate family member. Those suspended due to attempting credits more than the 150% of the program are not eligible for appeal. Steps for the appeal process are as follows:

- 1) Make an appointment with a Financial Aid Specialist for a Satisfactory Academic Progress Appeal Form
- 2) Complete the Satisfactory Academic Progress Appeal Form. Appeals should explain in detail:
 - (a) The specific reasons which contributed to the students' lack of progress and
 - (b) The steps being taken to ensure academic progress, if reinstated and
 - (c) Meet with an Academic Advisor to review the student's written appeal explaining in detail the specific reasons which contributed to the student's lack of progress and the measures being taken to ensure academic progress if the student is reinstated.
 - (d) Include an academic plan approved by an academic advisor to show how the student will meet the minimum requirements of financial aid academic progress within the maximum time frame of eligibility. Students who do not follow the academic plan and do not have an approved revised academic plan will no longer be eligible for aid until they meet the requirements of reinstatement.
- 3) Submit to the KISC
- 4) The student will be notified in writing of the decision.

Thereafter, any appeals or comments must be made in writing to the Financial Aid Advisory Board. The decision of the Financial Aid Advisory Board is final.

COMPLETE WITHDRAWAL FROM CLASSES (official or unofficial)

In the event that a student who has been awarded Federal Title IV financial assistance completely withdraws (or stops attending all classes) from Kapi'olani Community College, a Return of Title IV Funds calculation will be completed. The Financial Aid Office will adhere to all Institutional and Federal Withdrawal and Refund Policies and Federal requirements.

The official complete withdrawal date will be calculated based on the last date of attendance in classes as indicated by the instructor(s) or the date the form was completed (if no date is given).

Any student who does not complete the academic term for which Federal financial aid has been awarded (e.g.: receives all "F" grades or earns no credits for the semester) will be determined to have unofficially withdrawn from the University.

Instructors are instructed to include a last date of attendance in their grade reporting. If it is deemed that a student has unofficially withdrawn, the Financial Aid Office will use the latest date the instructor gave to determine the Return of Title IV Funds calculation. If no date is given, the Financial Aid Office will use the mid-point of the semester to determine the Return of Title IV Funds calculation.

The Federal Return of Title IV Funds formula requires a student and the institution to return Federal funds if the student completely withdraws or stops attending classes on or before completing 60% of the semester. The percentage of Federal aid to be returned (unearned aid) is equal to the number of calendar days remaining in the semester divided by the total number of calendar days in the semester. The University will hold you (the student) responsible for the entire amount of unearned aid, including the amount the school (institution) was required to return.

Students considering withdrawal from classes should consult the Financial Aid Office prior to initiating the withdrawal process. Withdrawal can have a significant impact on institutional charges, a current financial aid award, as well as future financial aid eligibility (see the Satisfactory Academic Progress Policy). Complete financial aid regulations concerning withdrawals and the Return of Title IV Funds Policy may be obtained from the Financial Aid Office.

SCHOLARSHIPS/GRANTS

The following grants and scholarships may be available to students who meet the criteria:

1. Federal Pell Grants are assistance grants that require no repayment. Applicants must not have received a bachelor's degree. Effective July 1, 2012, Federal Pell Grant has a lifetime eligibility limit of 600% or six full-time years of Pell Grant receipt. You may monitor your Federal Pell Grant usage/receipt at www.nsls.ed.gov.
2. Federal Supplemental Educational Opportunity Grants (SEOG) provide supplemental financial assistance to students with no repayment (priority given to Federal Pell grant recipients). Applicants must not have received a bachelor's degree. Half-time enrollment (6 or more credits) is required.
3. UH Kapi'olani Opportunity Grant: Tuition grants may be awarded to students on the basis of need. Grant may cover a portion of the cost of tuition. Half-time enrollment (6 or more credits) is required. Priority is given to Hawai'i residents. Pre-college classes are not covered by this program.
4. Charles R. Hemenway Scholarships are private scholarship funds available to undergraduate Hawai'i residents with character and qualities indicative of good citizenship. Halftime enrollment (6 or more credits) is required.
5. Hawai'i Veterans Memorial Fund provides private scholarship funds for undergraduate Hawai'i residents with character and qualities indicative of good citizenship. Full-time enrollment (11 or more credits) is required.
6. UH Pacific Islander Scholarship: Tuition grant established to assist citizens of eligible Pacific Island jurisdictions that are required to pay 150% of resident tuition. The amount of grant will not exceed the cost of tuition less the cost of resident tuition. Requires the filing of a FAFSA. There are no enrollment restrictions.
7. Ruth E. Black Scholarships are private scholarship funds for Hawai'i residents who are sons and daughters of engineers, contractors, and construction workers or who are pursuing construction-related fields of study. Half-time enrollment (6 or more credits) is required.

8. UH Kapi‘olani Achievement Grants: Tuition grants may be awarded to students on the basis of merit and/or service. Half-time enrollment (6 or more credits) is required. Students should consult with the department of their major to inquire about application and/or eligibility.

9. UH Kapi‘olani International Scholarships: Tuition scholarship that covers a portion of tuition for full-time International students (non-immigrant status). Purpose is to support the University’s recognized mission to provide education and training to those who will assume positions of leadership and service in the Pacific and Asia region around the world. Full-time enrollment is required. Interested students should consult with the Honda International Center.

LOANS

The following long- and short-term loans are available to qualified students:

1. Federal Perkins Loan Program is a long-term loan program. Half-time enrollment (6 or more credits) is required. Students pay no interest while attending school, 5 percent interest during repayment period, and a nine-month grace period. There may be cancellation privileges for those entering certain career fields.
2. State Higher Education Loan (SHEL) is a long-term loan program for resident students. Half-time enrollment (6 credits) is required. Students pay no interest while attending school, 5 percent interest during repayment period, and a nine-month grace period.
3. Federal Direct Subsidized Stafford Loan is a need based federal student loan with interest subsidized by the federal government while student is enrolled in school at least half-time (6 credits or more). The interest rate is fixed at 6.80 percent. Repayment begins six (6) months after the student ceases to be enrolled half-time.
4. Federal Direct Unsubsidized Stafford Loan. A minimum of half-time enrollment (6 credits) is required. The fixed interest is 6.80 percent and begins to accrue immediately upon disbursement of loan funds. Maximum loan amounts are determined according to the student’s grade level.
5. Federal Parent Loan for Undergraduate Students (PLUS Loan). A long-term federal loan by the federal government. This is a loan for parents of dependent undergraduate students. Interest is fixed at 7.90 percent.
6. Short-Term loans are available for emergency college-related educational expenses. Students must be enrolled for at least 5 credits at Kapi‘olani Community College and not have outstanding financial obligations to any University of Hawai‘i campus. Loan must be repaid within 60 days or one week before the last day of instruction, whichever is sooner. There is no service charge or interest. The maximum loan is \$100.

EMPLOYMENT

The following programs provide opportunities for on-campus employment to qualified students:

1. Federal Work Study Program (FWS). Provides part-time employment on campus. Half-time enrollment (6 or more credits) is required. Provides on-campus employment during academic year and vacation periods. Student awards are based on financial need and they may earn only up to ceiling amount as established by the financial aid office
2. Student Employment. Provides on campus employment during academic year and vacation periods. Half-time

enrollment (6 or more credits) is required. For more information, contact the personnel office at 734-9573.

SELECTIVE SERVICE REGISTRATION AND FEDERAL STUDENT AID

Military Selective Service Act (P.L. 97-252) requires that, beginning July 1, 1983, any student who is required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid, including Federal Direct Stafford Loan Program (Subsidized and Unsubsidized Federal Stafford Loan), Federal Perkins Loan Program, Federal Direct Parent Loan for Undergraduate Students, and Federal Work Study. This requirement affects all male students who are at least 18 years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered. The group of affected males includes citizens and noncitizens eligible to receive federal financial aid except permanent citizens of the Federated States of Micronesia, the Marshall Islands, or the permanent residents of Palau. All financial aid programs are subject to change due to legislative action. For additional information, contact KISC, 'Ilima 102, (808) 734-9555.

Veterans' Educational Benefits

Contacts:

Kekaulike Information and Service Center (KISC), 4303 Diamond Head Road, 'Ilima 101, Honolulu, HI 96816, phone (808) 734-9555, fax (808) 734-9896.

GI Bill Education Benefits Office, 4303 Diamond Head Road, 'Ilima 107, Honolulu, HI, 96816, phone (808) 734-9583, website: <http://vabenefits.kcc.hawaii.edu>

U.S. Department of Veterans Affairs, P.O. Box 8888, Muskogee, OK 74401, (888) 888-442-4551, (877) 823-2378, www.gibill.va.gov

Department of Veterans Affairs, Medical & Regional Office, Vocational Rehabilitation – Chapter 31, 459 Patterson Road, Honolulu, HI 96819-1522, phone (800) 827-1000, www.va.gov

Kapi'olani Community College is an approved institution for education and training under the Veterans Education Assistance Act (G.I. Bill), the Veterans Readjustment Act, and the Dependent's Educational Act. Veterans who have questions regarding their eligibility for educational benefits and the amounts for which they may qualify should contact the U.S. Department of Veterans' Affairs at the above locations or phone numbers.

Veterans wishing to activate their educational benefits at Kapi'olani should contact Kekaulike Information and Service Center (KISC) for information on applying for and receiving benefits. Veterans expecting to apply for advanced pay must submit the VA forms at least two months prior to the beginning of classes for the semester in which they plan to enroll. Since benefits do not directly cover tuition (except for Chapter 31 recipients), veterans should be prepared to pay their own tuition at the time of registration.

Under VA regulations, veterans can receive benefits only for courses leading toward an approved Kapi'olani degree or certificate. Veterans should review the college catalog carefully and consult with an academic advisor before registering to insure that all courses apply to their intended Kapi'olani Community College degree or certificate. Recipients of veterans' benefits who have attended other colleges are required to have all previous course work evaluated for possible

transfer of credit. They should write to each college they have attended (regardless of whether the courses or programs were completed) and request that official transcripts be sent directly to Kapi‘olani Community College.

Hawai‘i National Guard Tuition Assistance: Resident members of the Hawai‘i National Guard may be eligible for partial tuition assistance from the Department of Defense in addition to federal educational benefits. This assistance is activated through the Guard Unit.

College Policies & Regulations

Academic Regulations

Pa‘a ‘ia iho i ka hoe uli i ‘ole e ka i ke ko‘a.

(Hold the steering paddle steady to keep from striking the rock.)

Rules were an intricate part of ancient Hawaiian life, and their purpose was to preserve balance among the members of a community. Knowing the academic regulations will help students maintain a steady course toward the completion of their educational goals.

Acceptance of Transfer Credits & Prior-learning Credits

Students transferring from other institutions may request an evaluation of their previous academic records for the purpose of transferring credits. KCC only accepts credits from institutions fully accredited by U.S. regional accrediting associations, providing that such credits are substantially equivalent to courses at KCC and have been completed with a grade of “D” or better grade. A grade of “D-” doesn’t qualify.

Credits earned at institutions accredited by other recognized U.S. accrediting associations may be accepted for courses applicable only to certificates and A.S. degrees. Transfer credits are awarded based on articulation agreements as recorded in the college’s articulation database. Courses not listed in the database are accepted in consultation with the appropriate Kapi‘olani Community College academic department. Standard international guides are used in the evaluation of institutions and credits earned outside the U.S.

Grades received for transferred credits are not computed into the Kapi‘olani Community College grade point ratio. The final 12 credits applicable to a degree or certificate must be earned at Kapi‘olani.

Students requesting an evaluation of their previous credits from non-UH System campuses for transfer to Kapi‘olani Community College must complete and submit:

- official transcripts of previous work directly to KISC. Hand-carried or faxed transcripts and scores will not be accepted.
- Transfer Evaluation Request Form to have your UH system transcripts evaluated for Kapi‘olani Community College programs. The form is available at Kekaulike Information and Service Center (KISC) or online at <http://www.kcc.hawaii.edu/page/kiscdocs>

The College Credit Equivalency Program

Kapi‘olani Community College recognizes that learning experiences outside the traditional college setting can provide college-level competency. The College Credit Equivalency Program provides a means to assess these experiences through

examinations, portfolios, and records of non-college courses and training.

College Board Advance Placement Exams (AP) and the College Level Examination Program (CLEP): Criteria for awarding credits via AP and CLEP are available at Kekaulike Information and Services Center (KISC). To apply, students should have an official transcript of examination results sent to that office and complete a Request for Transcript Evaluation form.

Kapi'olani Community College Credit by Examination: Students who present evidence of having attained, through experience or training, the equivalent competencies of a course offered at Kapi'olani Community College may apply for credit by examination. A course may be challenged only once, and some courses may not be challenged through this process. Students approved for this option must register for the examination section of the course at KISC. Registration must be completed by the end of the sixth week of the semester or the first two weeks for modular or summer classes. Tuition and fees for these classes are the same as for other classes. Credits taken or earned through credit by examination are not counted in determining full- or part-time status and may not be used to meet the last 12-credit residency requirement of the chosen major, unless the requirement is waived by the dean. More information and applications may be obtained from the chair of the instructional department offering the challenged course.

Course Evaluations: Credits may be awarded for courses or training completed outside the college setting. Generally, credits are awarded for courses applicable only to certificates and associate in science degrees. Students should have an official transcript sent to KISC and complete a Request for Transcript Evaluation form.

Articulation with High Schools: The Credit by Articulation Program provides an opportunity for Hawai'i Department of Education high school students enrolling at Hawai'i's community colleges to receive college credit for certain articulated high school courses in business education. These credits may be used only toward certificates and associate in science degrees in Kapi'olani Community College's business education programs. Credit by articulation will be granted to students who have completed the high school courses with an "A" grade within five years of the request for credit. Students should have an official high school transcript sent to KISC and complete a Request for Transcript Evaluation form.

Prior Learning Assessment (PLA): Students who have acquired knowledge and skills through experiences other than traditional class work may qualify for college credit through Prior Learning Assessment (PLA). They should submit a portfolio documenting these attainments. If they meet the competency requirements of courses offered at Kapi'olani Community College, they may be awarded credits. Competency in the theory and application of subject matter will be expected. More information about the program may be obtained from the coordinator at (808) 734-9363.

POLICIES GOVERNING THE COLLEGE CREDIT EQUIVALENCY PROGRAM

1. The various forms of credit evaluation are available only to students currently registered at the College.
2. Letter grades will not be granted for credits awarded through this program. Instead, "CR" will be used and will not be calculated into the GPR.
3. Credits awarded through this program will be identified as such on the student's academic record. They may not be accepted by other institutions.
4. These credits may not be used to meet the last 12-credit residency requirement for degrees and certificates unless the requirement is waived by a departmental dean.

5. Credit may be granted for both electives or courses required for a major. Individual departments determine which courses or credits are appropriate for these programs and how many credits will be accepted through these procedures.
6. Credits will be granted only toward a student's declared major and may require reevaluation if the major is changed.
7. Evaluation of alternative learning experiences older than ten years, or any period of time designated by a department, may include review for currency.
8. Evaluation resources such as the American Council on Education (ACE) guides will be consulted, but the College reserves the right to reject recommendations from such sources.
9. The number and type of credits awarded will be governed by the extent to which the knowledge and skills documented in the evaluation process are comparable to the competencies described in existing Kapi'olani Community College courses and outlined in college-wide and/or associate degree-level statements.

Change of Major

Students wishing to change their major to a program other than select admissions programs may do so by submitting a Change of Major form to Kekaulike Information and Services Center (KISC). Applicants must meet all requirements for graduating in the new major as stated in the current catalog.

Course Policies

Credits: A credit (also called a semester hour or credit hour) is awarded for satisfactory work accomplished during one hour per week of lectured instruction during a sixteen-week semester. For a combination lecture/lab class, a credit represents two hours of instruction per week. Credits vary for laboratory or clinical fieldwork required in addition to regular classroom instruction. These may consist of three hours in laboratory, three or four hours in clinical, or one credit in fieldwork. The normal division of time for classroom instruction and preparation is two hours of preparatory work for one hour in the classroom. Thus, for a three-credit course, the class usually meets three hours a week, and students are expected to spend six hours in preparing assignments.

Credit Time Limits: There is no expiration date for courses that fulfill a student's associate in arts degree requirements or that fulfill a student's general education requirements for any associate in science degree or certificate program. However, the department in which the student is pursuing an associate degree or certificate may decide that certain required courses that were taken in the past must be retaken. The respective department chair will make the final decision.

Repetition of Courses: Students may repeat courses taken at Kapi'olani Community College in which they received a grade lower than a "C". No additional credits will be granted and the college will use the higher grade and grade points. If students repeat courses for which they received a "C" or higher grade, no changes will be made. Permission to repeat selected courses may be subject to specific program requirements. Students may repeat certain courses for additional credit if this option is indicated in the course description. Students who intend to transfer are reminded that many colleges and universities do not permit the substitution of higher grades when computing grade point ratios and will compute the grade point ratio according to their own standards.

Graduation Waivers and Substitutions: Any exceptions to the graduation requirements for a degree or certificate, including course waivers or substitutions, require the approval of a dean. Students may obtain the Graduation Exception

Request form from an academic advisor.

Hawaiian or Second Language Back Credits:

Students placed above the 101 (or the corresponding 3-credit course emphasizing oral proficiency) level in Hawaiian, American Sign Language or foreign languages offered at Kapi‘olani Community College can receive, at no additional cost, credits for the courses from which they are exempted upon completing the next course in the sequence with a grade of C or higher. Those placed above the 202 level, including native speakers of the languages, can receive credit for the full course sequence provided they complete, with a “C” or higher, any course in any field (e.g., history, literature, culture, language, Hawaiian studies, anthropology, education, or musicology) in which they make significant use of the language. The judgment as to “significant use” is normally made by the instructor of the course the student has taken.

Implementation Guidelines:

1. **Eligibility:** The Kapi‘olani Community College back credit policy went into effect in fall 2001. Any classified student at Kapi‘olani Community College may apply for back credits in language. The back credits will count toward Kapi‘olani Community College degrees and certificates.
- Note: University of Hawai‘i at Mānoa allows back credits only to those students who entered the University of Hawai‘i System in fall 2001 or later, or who have chosen to graduate under the University of Hawai‘i at Mānoa general education requirements adopted in fall 2001. Other colleges or universities in the University of Hawai‘i System and elsewhere may have different policies regarding back credits or policies that may prevent the transfer of Kapi‘olani Community College back credits.
2. **Placement Examination:** See “Language Placement Testing” in this catalog for details.
3. **Bilinguals:** Bilinguals and native speakers are eligible for back credits, providing they complete an appropriate post-202 language course with a “C” or higher. They should contact the department chair for a list of courses above 202 that may be available in language taught at Kapi‘olani Community College (808-734-9283).
4. **Study Abroad:** Students may apply for back credits after taking appropriate study abroad courses above 101 offered by Kapi‘olani Community College or by the University of Hawai‘i System.
5. **Back Credits/Grades:** Back credits are awarded with no grade designation.
6. **Transfer Credits:** Students may not apply for back credits based on courses above 101 taken outside the University of Hawai‘i System or in high school, including those courses for which AP credits have been granted by Kapi‘olani Community College. (See “The College Credit Equivalency Program” for information on AP credits.)
7. **Languages Not Taught at Kapi‘olani Community College:** Students awarded waivers from the foreign language requirement based on proficiency in languages not taught at Kapi‘olani Community College are not eligible for back credits.
8. **ESOL Students:** Those interested only in a waiver from the language requirement must receive confirmation, from the Languages, Linguistics and Literature department, that their proficiency is above the 102 level.
9. **Policy limits:** Back credits may be earned for only one language.
10. **Number of Credits:** Students may earn from 3 to 16 back credits—6 to 8 for first-year language courses, and 6 to 8 for second-year language courses.
- NOTE: A maximum of 8 back credits can be applied towards the AA degree.
11. **Petition Forms:** Back credits will not be awarded automatically, and those interested in obtaining back credits must initiate the process. Forms are available through language course instructors or Languages, Linguistics and Literature department offices.

Final grades are made available to students about a week after the final examination period ends through <http://myUHportal.hawaii.edu>. Students can view and print copies of their grades from the portal. No grade reports will be mailed. However, students may request a hard copy grade report for \$2 per copy from Kekaulike Information and Service Center, 'Ilima 102, telephone (808) 734-9555.

GRADING OPTIONS

Credit/No Credit

In place of a letter grade, credit/no credit (CR/NC) is an option provided the course is not part of the general education and major requirements. Some of the required courses have mandatory credit/no credit grading.

If this grading option is not specified at the time of registration, a request can be made by submitting the change of registration form by the deadline. The instructor's signature is not required. The CR grade is the equivalent of a C or better; however, CR/NC grades are not included in the grade point ratio. Students expecting to transfer to another institution should study its policy on accepting CR/NC grades before selecting this option.

Audit

Approval to audit a course requires the instructor's or department chair's signature and cannot be done online. Auditors attend classes as listeners. They may take part in discussions or examinations but receive no credit. Students must specify this grading option at the time of registration, or process a change of registration by the deadline. All changes must be submitted to Kekaulike Information and Service Center (KISC), 'Ilima 102, by the deadline. Students who audit a class pay regular tuition and fees. Audited classes are not included in the determination of students' full- or part-time enrollment status.

Letter Grade Option: The standard A-F grading scale is used in most classes to designate a student's level of achievement.

Credit by Exam: Students who present evidence of having attained, through experience or training, the equivalent competencies of a course offered at Kapi'olani Community College may apply to receive credit by passing a comprehensive examination. Successful completion of the course via examination will be denoted by a CE grade; no letter grade will be assigned.

GRADES AND OTHER GRADING SYMBOLS

A	Excellent achievement
B	Above average achievement
C	Average achievement
D	Minimal passing achievement
F	Failure
I	(w/grade) Incomplete, the student has not completed all required course work (See explanation)
CE	Credit by Exam

NCE	No credit awarded by Credit by Exam
CR	Credit, denotes work deserving credit at the C level or higher for courses taken with CR/NC grading option. Also means credit for certain ESOL classes but no promotion to the next level
RD	Record Delayed Used as a placeholder for grade not submitted on time or for classes that end after the current term
NC	No Credit; denotes minimal achievement or failure under the CR/NC grading option
CR+	Credit and promotion to the next level for ESOL (English for Speakers of Other Languages) classes
P	Pass; designates satisfactory completion of a noncredit course
NP	Not Passed; designates unsatisfactory level of progress in a noncredit course
L	Audited class
W	Withdrawal after the erase period (after the first 3 weeks in a 16-week class; after 20% of the instructional period for special term classes) but before the withdrawal deadline for the class

INCOMPLETE GRADE

A student must initiate the request for an incomplete grade by contacting the instructor before the last class meeting to determine the steps for completing the work. Instructors have the option to award an incomplete grade to a student who cannot complete some part of the work for a course due to extenuating circumstances.

REMOVAL OF INCOMPLETE GRADE

An incomplete grade may be removed by completion of the deferred work and the instructor's assignment of a grade taking into consideration the completed work. Incomplete work must be made up within the first ten weeks of the following semester. If a student fails to submit the required work by the deadline, the Incomplete grade will automatically be converted to the grade initially submitted with the "I" (Incomplete) by the instructor.

GRADE APPEALS

Students who wish to appeal an assigned grade should first discuss the concerns with the instructor of the course. If desired, the student may further appeal to the department chair and the respective dean. Students should also consult the

college's policy on academic grievances.

RETROACTIVE GRADE CHANGES

A retroactive grade change is a change in an officially recorded grade. Except to correct clerical errors, a retroactive grade change is an extraordinary and exceptional action, granted only in the most compelling circumstances. No change may occur unless the instructor who gave the grade initiates the formal process. The change must also be approved by the instructor's department chair and by the dean for the department. Requests for changes will only be considered within one year of the ending of the class for which the change is requested.

SCHOLASTIC STANDARDS

To be considered in good standing and to be eligible for a degree or certificate, students must maintain a cumulative grade point ratio (GPR) of 2.0 ("C") or higher. See the additional academic requirements for individual programs.

SCHOLASTIC HONORS

Dean's List: Students are included on the Dean's List when they earn a 3.5 or higher grade point ratio with 15 or more accumulated credits over fall, spring, and/or summer semester(s). (Nontransfer courses are excluded.) The list is published in the Kapi'ō, the school newspaper, once a year.

Graduation with Honors: Students who achieve a cumulative grade point ratio of 3.5 or higher for their entire period of study will receive their degrees or certificates of achievement with honors.

Probation, Suspension, and Dismissal

Academic Probation: Students who have attempted 12 or more credits and earned less than a cumulative 2.0 grade point ratio are placed on academic probation. Only grades "A" through "F" are computed in the ratios. Students on academic probation who subsequently achieve a cumulative 2.0 or higher grade point ratio are removed from probation.

Academic Suspension: Students on academic probation who fail to achieve at least a 2.0 grade point ratio for courses taken during a probationary semester are suspended for one semester. However, students suspended at the end of the spring semester may attend the summer session that immediately follows. If they raise their cumulative GPR to 2.0 or higher by the end of the summer session, the suspension is rescinded.

Academic Dismissal: Upon returning to the college following suspension, students are placed on academic probation and must comply with the conditions stipulated for probationary students. They will continue on probation as long as their cumulative grade point ratio remains below 2.0. Failure to achieve at least a 2.0 ratio for courses taken during a probationary semester following suspension will result in academic dismissal from the college. If they raise their cumulative GPR to 2.0 or higher by the end of the summer session, the dismissal is rescinded.

Students who have been suspended or dismissed may petition for reinstatement based upon extenuating circumstances. The academic suspension may be waived by an academic counselor, and the academic dismissal, by the Vice Chancellor of Student Affairs.

ATTENDANCE POLICIES

Regular attendance at class and laboratory sessions is expected for all courses. Specific attendance policies are in the course syllabus. Students with valid reasons for temporarily not attending a class should inform the instructor or

department chair. Students will receive a grade of “F” if they do not officially withdraw from a class that they have stopped attending. All withdrawals must be completed by the stipulated deadline.

Student Regulations

Student Conduct Code

Conduct expected of students at Kapi‘olani Community College is defined in the University of Hawai‘i Board of Regents’ Statement on Rights and Responsibilities of the University of Hawai‘i Student Conduct Code. Kapi‘olani Community College has a Student Conduct Code that defines expected conduct for students and specifies those acts subject to University sanctions.

Student Conduct Committee: Students should become familiar with the Student Conduct Code. As University of Hawai‘i/Kapi‘olani Community College students, their conduct is subject to the policies and regulations of the University and its duly constituted bodies. Disciplinary authority is exercised through the Student Conduct Committee. The committee follows procedures for hearing allegations of misconduct. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor of Student Affairs, ‘Ilima 205.

Academic Dishonesty, Cheating, and Plagiarism: Academic dishonesty cannot be condoned by the University. Dishonesty includes cheating and plagiarism; it is a violation of the Student Conduct Code and may result in expulsion from the University.

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University of Hawai‘i record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual’s work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student’s language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory writeups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

Disruptive Behavior: Kapi‘olani Community College defines disruptive behavior as speech or action that

- is disrespectful, offensive, and/or threatening;
- interferes with the learning activities of other students;
- impedes the delivery of college services; and/or
- has a negative impact in any learning environment – including department and staff offices, the library, the Computing Center, the Learning Assistance Centers, labs, clinical sites, service-learning sites, etc.

Disruptive behavior includes physically or verbally harassing, threatening, or abusing or acting abusively toward an instructor, staff member, or student in any activity authorized by the college.

Disciplinary actions that the college may impose include a formal warning, probation, suspension, and dismissal. An instructor referring a student for disciplinary action does so under provisions of the Student Conduct Code. The code stipulates that the Chancellor may impose disciplinary sanctions upon a student only after a Student Conduct Committee hearing has taken place. However, disruptive students may be subject to immediate disciplinary action in an emergency situation. In such cases, the Chancellor may impose the sanction of suspension prior to a hearing. For further information, refer to the Student Conduct Code available at the Office of the Vice Chancellor of Student Affairs, 'Ilima 205.

Lethal Weapons: Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor.

Illicit Drugs and Alcohol: This official notice, by the University of Hawai'i Office of the President, is issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

In conformance with the existing law, University faculty, staff, and students are not permitted to manufacture, distribute, possess, use, dispense, or be under the influence of illegal drugs and/or alcohol as prohibited by state and federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research, or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of these laws shall be subject to the provisions of the Student Conduct Code. Faculty and staff found in violation of these laws are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable state laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty, and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse. The purchase, possession, or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by these laws and University rules and regulations governing the use and consumption of alcoholic beverages on campus. For further information, students are referred to Board of Regents policy, executive policies, and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University-sponsored events, on University property, or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Sanctions that may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion, or rescission of grades or degree. Copies of the full text of the code and the Hawai'i Penal Code are available in the Office of the Vice Chancellor for Student Affairs, 'Ilima 205.

College-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College/University policies and state law.

Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the University of Hawai'i Kapi'olani Community College campus are available in the Office of the Vice Chancellor of Student Affairs, 'Ilima 205.

Policy on Sexual Harassment

It is the policy of the college to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University's programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. For more information, please contact the Office of the Vice Chancellor of Student Affairs or the Personnel Officer.

Policy on Academic Grievances

The process of addressing academic grievances is described in the Academic Grievance Procedures. Concerned students may first attempt to resolve the grievance on an informal level with the faculty member. Should the grievance not be resolved at this level, they then ask the appropriate department chair to review the case. If a satisfactory solution is not reached, students may appeal to the dean. If satisfactory solution is still not reached, students have the right to request a hearing before the Academic Grievance Committee, a body of faculty and students. The decisions of the committee are final within the University.

Copies of the academic grievance procedures are available in the Office of the Vice Chancellor for Student Affairs, 'Ilima 205.

Notice To Students With Disabilities

In compliance with requirements relating to nondiscrimination on the basis of a disability (Section 504, Rehabilitation Act of 1973, rules effective June 3, 1977, and the Americans with Disabilities Act, 1990) Kapi'olani Community College prohibits discrimination on the basis of a disability and assures qualified students with disabilities access to all programs of the college.

Copies of Kapi'olani Community College's procedures for resolution of discriminatory complaints may be obtained from the Office of the Vice Chancellor for Student Affairs. Support services and auxiliary aids are offered through the Disability Support Services Office. Students desiring special services are advised to contact this office as early as possible so that services may be arranged on a timely basis. For further information, please contact Joselyn Yoshimura, counselor, 'Ilima 105, Kapi'olani Community College, 4303 Diamond Head Road, Honolulu, Hawai'i 96816. Phone: (808) 734-9552.

Services to Students with Disabilities: In accordance with Section 84.4 of the federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, no qualified individuals with a disability shall, on the basis of their disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

Students with disabilities are provided the following services:

- personal, academic, and career counseling
- admissions and financial aid application assistance
- campus orientation assistance

- registration assistance
- reader, note-taker, interpreter, and/or
- other academic support services as needed
- campus accessibility map

University Policy on Nondiscrimination and Affirmative Action

The University of Hawai‘i is an Equal Opportunity/ Affirmative Action Employer. It is the policy of the University of Hawai‘i to comply with federal and state laws that prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws that cover students and applicants for admission to the University: Title II Genetic Information Nondiscrimination Act of 2008; Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (disability); and to comply with federal and state laws that mandate affirmative action and/or prohibit discrimination in employment (including, but not limited to hiring, firing, upgrading, salaries, benefits, training, and other terms, conditions, and privileges of employment): Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 503 and 504 of the Rehabilitation Act of 1973 (disability); Hawai‘i Revised Statutes, Chapter 76, 78, 378, 479 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, physical or mental disability, marital status, arrest and court record, breastfeeding, gender identity and expression). The University of Hawai‘i Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I - IV of the Americans with Disabilities Act (ADA) P. L. 101-336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex, or disability. American citizens or immigrants with limited English proficiency will not be denied admission to vocational education programs.

In addition, employees and applicants for employment are protected under Title IX and Section 504.

As an integral part of its Policy on Nondiscrimination and Affirmative Action, the Office of the President, University of Hawai‘i, hereby declares and reaffirms its commitment to the University’s pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated. Complaints of this nature will be handled by the Chief Personnel Officer/EEO Coordinator, (808) 734-9575, ‘Ilima 208.

Individuals designated to coordinate the college’s nondiscrimination and affirmative action programs are:

Mona Lee, Vice Chancellor for Student Affairs
(Education/Civil Rights matters) (808) 734-9522,
Kapi‘olani Community College,
4303 Diamond Head Road,
Honolulu, Hawai‘i 96816.

Eileen Torigoe, Chief Personnel Officer
(Employment matters), (808) 734-9575,
Kapi‘olani Community College,

4303 Diamond Head Road,
Honolulu, Hawai'i 96816.

Discrimination Complaints: Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, sex, age, religion, color, sexual orientation, national origin, mental disability, physical disability, disability, marital status, veteran's status, or arrest and court record may file a complaint with the Chief Personnel Officer, (808) 734-9575, 'Ilima 208A. The Chief Personnel Officer will explain the available avenues of recourse and direct the person to the appropriate Hearing Officer.

The process of addressing allegations of discrimination are described in campus Section 504 Grievance procedure. Copies are available at the Office of the Vice Chancellor for Student Affairs, 'Ilima 205.

Students may also file complaints of discrimination with the Office of Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: (206) 110-7910 FAX: (206) 220-7887.

Sexual Assault Policy

In conjunction with the University of Hawai'i Community Colleges' commitment to ensuring a safe and secure environment of learning for all students and staff, Kapi'olani Community College recognizes the serious issues concerning sexual assault on the members of the campus community.

The college will not tolerate acts of sexual assault and has established a policy that specifies those acts subject to University sanctions. In addition, the college offers information on programs designed to inform students and employees about the prevention of crime and sex offenses.

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Policy that explains the college's Sexual Assault Prevention Program presented to promote awareness of rape, acquaintance rape, and other sex offenses and the procedures for reporting offenses. A copy of the Sexual Assault Policy can be obtained at the Office of the Vice Chancellor of Student Affairs. For more information, please contact the Office of the Vice Chancellor of Student Affairs 'Ilima 205, (808) 734-9522.

The Family Educational Rights and Privacy Act

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at the University of Hawai'i Kapi'olani Community College are hereby notified of the following: It is the policy of Kapi'olani Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify them of the time and place for the inspection. If the records are not maintained by the University official to whom the request was submitted, that official shall direct students to the appropriate party.

2. The right to request an amendment to education records that a student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested, it will notify students of the decision and advise them of their right to a hearing. At that time, additional information regarding the hearing procedures will be provided to the students.

3. The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

An exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school officials in performing their tasks. School officials have a legitimate educational interest if they need to review a record to fulfill a professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

5. Institutional policy and procedures required under FERPA have been published as Administrative Procedure A7.022 Procedures Relating to Protection of the Education Rights and Privacy of Students.

Copies of Administrative Procedure A7.022 may be obtained from the Office of Vice Chancellor of Student Affairs, 'Ilima 205, Kapi'olani Community College.

6. Directory Information: Certain personally identifiable information is considered by the University to be directory information and, in response to public inquiry, may be disclosed without prior consent- unless students inform the University that they do not want the information disclosed.

- a. Name of student
- b. Local address, zip code, and email address maintained in the campus locator printout
- c. Local telephone number maintained in the campus locator printout
- d. Major field of study
- e. Educational level
- f. Facts of participation in officially recognized activities and sports
- g. Weight and height of members of athletic teams
- h. Dates of attendance
- i. Most recent educational institution attended
- j. Degrees and awards received
- k. E-mail address
- l. Enrollment status (full-time or part-time)

Students have the right to request that all of the above items not be designated directory information. Should they wish to

exercise this right, they must, in person and in writing, not earlier than the first day of instruction nor later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session and inform KISC about which of the items are not to be disclosed without their prior consent. Requests should be submitted at the KISC counter in 'Ilima 102.

7. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be directory information will not be disclosed to him/her without the prior written consent of the son, daughter, or spouse.

Kapi'olani Community College's Tobacco Products Policy

Promoting a Culture of Health and Wellness at Kapi'olani CC

Kapi'olani CC is designated as the University of Hawai'i Community Colleges' Health Education Campus. Given this recognition, the College is striving to promote a culture of health and wellness on campus so as to reduce the health-related factors that research shows have a negative effect on student learning, achievement, and success. These factors are such challenges as stress, violence/assault, eating disorder/problems, alcohol/substance abuse, mental health issues (e.g., depression and anxiety), etc.

We have already made great progress toward establishing a culture of health and wellness at KCC through our various academic programs and co-curricular activities: our nutrition studies in the Culinary Arts program; our Nursing, Emergency Medical Services and Health Sciences programs, especially Exercise and Sport Science; providing the services of a mental health counselor; supporting an active Violence Prevention Task Force and dynamic Service Learning activities, etc. To continue the directions set by these academic programs and related activities, I appointed a Tobacco Products Policy Task Force, which was asked to examine the issues related to the use of tobacco products on campus and to seek input from the College community on how best to address these issues.

On February 3, 2012, based on the College's Tobacco Products Policy Task Force's 12/1/11 recommendation to me, on input from the campus' authorized governance organizations, and on the guidance of UH Policy E10.102, I announced to the Task Force that the College will implement a two-phased policy to establish Kapi'olani Community College as a non-smoking campus to reduce tobacco use and to protect the health of all members of our campus community.

In the first phase, beginning August 14, 2012, smoking on the KCC campus and parking lots will be prohibited, except for specifically designated areas adjacent to the major student parking lots (i.e., Lots A, B, C, D, and E). In other words, there will be no smoking on campus except where specifically designated in areas adjacent to the parking lots. The second phase of the policy will be initiated August 19, 2013. As of that date, smoking will be prohibited in all areas of the campus, including all parking lots. KCC will become a no smoking campus.

This policy is being implemented to ensure that everyone who visits or works or studies at Kapi'olani CC is protected from exposure to second-hand smoke, which is known to cause cancer and disease. Such a policy can only be successful and the campus can only be a place of health if everyone accepts the responsibility for their own health and promotes the health of their fellow Kapi'olani CC community members. For more general information concerning the University of Hawai'i Tobacco Products Policy and FAQs see <http://www.hawaii.edu/smokingpolicy/faq.html> .

Degree and Certificate Programs

Academic Subject Certificate (ASC)

An academic subject certificate (ASC) is a college credential awarded to students who have successfully completed a specific set of credit courses from the associate in arts curriculum. A grade of “C” or higher must be earned for all courses required in the certificate. The certificate is designed to fit within the structure of the associate in arts degree and shall be at least 11 credit hours.

Associate in Arts (AA) Degree

The associate in arts (AA) degree is a two-year liberal arts degree, consisting of at least 60 semester credits, which provides students with skills and competencies essential for successful completion of a baccalaureate degree. The issuance of the degree requires 60 credits in courses numbered 100 or higher as listed in the liberal arts program. Students must have a cumulative grade point ratio of 2.0 (“C”) or higher for all courses applicable toward the degree.

Transfer Requirements

He waiwai nui ka lokahi.

(Unity is a precious possession.)

For some students, Kapi‘olani Community College will be the first of many institutions of higher learning that they will attend. They may transfer among campuses of the University of Hawai‘i System, including all two- and four-year institutions; they may also transfer to colleges and universities outside the University of Hawai‘i System.

The College’s liberal arts curriculum and some of the occupational, technical, and professional courses are designed to enable students to transfer to four-year institutions. However, entrance requirements for colleges and universities are not uniform. Students should become familiar with the requirements in their intended fields of study. They should consult with faculty advisors and counselors in order to arrange a program that will meet these requirements as well as permit them to graduate from Kapi‘olani Community College.

The Applicability of the University of Hawai‘i Associate in Arts Degree

Effective fall 1994, students at a University of Hawai‘i Community College who earn an associate in arts (AA) degree that meets the following three conditions have fulfilled the general education core requirements at all University of Hawai‘i baccalaureate degree-granting institutions.

1. The AA degree must be completed with a cumulative GPR of 2.0 or higher for all courses numbered 100-plus applicable to the AA degree requirements; and
2. The AA degree must conform to the AA degree criteria detailed in Appendix C of Executive Policy E5.209 University of Hawai‘i System Student Transfer and Inter-campus Articulation.
3. In the rare case when the credit hours associated with a course fulfilling a general education core requirement are not accepted for transfer by a receiving campus, the requirement is still considered to have been met.

While an articulated AA degree satisfies core requirements, students must also complete all lower division, major, college, and degree or graduation requirements. Additional campus-specific requirements, such as competency in a foreign language or writing-intensive courses, may also be required. With planning, most, if not all, of these requirements may be incorporated into the associate in arts degree; if not, they are required in addition to the associate in arts degree.

Applicable AA General Education Core Requirements

Note: Except for the student who completes the associate in arts degree, general education core requirements that are in effect at the time a certificate- or degree-seeking student enrolls at a University of Hawai‘i campus shall apply to that student throughout his/her pursuit of that certificate or degree, providing that the student maintains continuous enrollment and does not elect to choose core requirements modified by the campus subsequent to admission. A student transferring from one campus to another without missing a semester is considered to be a continuing student. Students in the undergraduate general and pre-professional classification who maintain continuous enrollment shall be eligible to graduate under the core requirements in place at the time of their first enrollment. Except as modified by an established articulation agreement, major requirements will be those in effect when the student declares a major at the baccalaureate campus.

2011-12 Associate in Arts Course Requirements

Kapi‘olani Community College’s catalogs do not always reflect the most recent campus actions involving courses. The following requirements are subject to change at any time. Please check with a counselor or the Kapi‘olani Community College website (www.kcc.hawaii.edu/) for up-to-date information. Information about AA degree requirements can be found in the section on Programs and Curricula.

Students should note that baccalaureate degree requirements vary at University of Hawai‘i at Mānoa and should see their academic counselor for program details as well as read the transfer section of this catalog. Substitutions to the associate in arts degree requirements may be granted if identical substitutions are officially granted by a college at University of Hawai‘i at Mānoa. Students intending to transfer to University of Hawai‘i at Hilo or University of Hawai‘i–West O‘ahu should consult with a counselor at Kapi‘olani Community College, University of Hawai‘i at Hilo or University of Hawai‘i–West O‘ahu.

For the most recent information concerning courses meeting General Education Core Requirements, students should check with their advisors.

A student majoring in liberal arts may substitute other courses for a specific requirement if the Arts and Sciences dean agrees that the substitution is required at the college to which the student intends to transfer. The student must complete and submit a course waiver form with supporting documentation.

AA degree requirements include foundation requirements and diversification requirements. **FOUNDATION REQUIREMENTS:** Written Communication (FW): three credits; Symbolic Reasoning (FS): three credits; Global and Multicultural Perspectives: six credits from two of three groups. **DIVERSIFICATION REQUIREMENTS:** Arts and Humanities: six credits, two courses from two of three groups: Arts (DA), Humanities (DH), and Literature and language (DL); Natural Sciences: three credits in Biological Sciences (DB), three credits in Physical Sciences, and one credit of lab (DY); Social Sciences (DS): six credits, two courses from two different disciplines.

AA degree requirements also include Hawaiian/second language (HSL): completion of first level of study, 101 and 101 or equivalent; Oral Communication (OC): three credits; Writing Intensive (W): two Writing-Intensive courses; Hawaiian, Asian and Pacific Issues (H): one course. Electives: a minimum of 18 credits of electives in liberal arts courses numbered at or above the 100 level or non-liberal arts courses that meet major requirements. Students are encouraged to meet with the appropriate counselor for approved course listings. Below are approved non-liberal arts courses that may be used as electives for the associate in arts degree if transferring to UHM:

Students transferring to UHM TIM: HOST 100, HOST 101, HOST 293E, ACC 201, ACC 202, BLAW 200, ICS 101. Students transferring to UHM Business: ACC 201, ACC 202, ICS 101, BLAW 200, BUS 250. Students transferring to UHM ICS: ICS 101, ICS 111, ICS 141, ICS 211, ICS 212. Students transferring to UHM Nursing: PHRM 203.

WHAT STUDENTS SHOULD KNOW ABOUT AA DEGREE REQUIREMENTS:

1. Students may be awarded back credits for prior language learning. See the relevant section of the catalog.
2. Wild Card Option: Each student can earn one wild card through engagement in an extraordinary or especially valued educational experience. This experience is intended to enhance the student's understanding of his or her relationship to the larger society, and should involve an activity or service outside the University or beyond normal expectations. Although the wild card can be used to waive an appropriate diversification or focus requirement, it does not reduce the total number of credits needed to graduate. To be used as a wild card, the learning experience must fulfill one of these hallmarks:
 - A learning experience which falls outside the normal college requirements
 - An internship with a community organization or service program
 - Demonstrated proficiency in an additional language (i.e., a language other than the one used to satisfy the Hawaiian/second language requirement);
 - Significant engagement with another culture

Associate in Science (AS) Degree

The associate in science (AS) degree is a two-year technical-occupational-professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment.

AS DEGREE REQUIREMENTS

The associate in science degree is awarded to students successfully completing a program of occupational, technical, and professional courses along with related general education courses. The purpose of the AS program is to prepare students for gainful employment. A secondary purpose for some of the AS degrees is to prepare students for continuing education. Courses in the legal education program, food service and hospitality education programs, and some business and health sciences programs are transferable to baccalaureate programs in applied fields. Pre-baccalaureate advising facilitates this transfer. The requirements for the associate in science degree are:

1. Required credit hours: 60 to 65 credits, unless external requirements exceed this number.
2. Minimum cumulative grade point ratio: A student must have a cumulative GPR of 2.0 ("C") or higher. Some programs may have additional minimum course grade requirements.
3. Minimum general education course requirements: AS degrees include a minimum of 15 credits of general education courses. Refer to the listing of humanities, natural sciences, and social sciences courses acceptable for the AS degree and individual program curricula.
4. Minimum communications and mathematics and logical thinking skills requirements: Refer to individual program curricula to satisfy the minimum required communications and mathematics/logical thinking skills.
5. Courses required by major program.
6. Electives: As needed to meet total credit hour requirements.

AS DEGREE COMPETENCIES

Graduates of Kapi'olani Community College who complete an associate in science degree should be able to:

- Employ skills and understanding in language and mathematics essential to fulfill program requirements.
- Understand attitudes and values of various cultures and examine their potential for improving the quality of life and

meaningfulness in work.

- Recognize effects of technology and science on the natural and human environments.
- Understand contemporary issues and problems and respond to the impact of current conditions.
- Demonstrate proficiency in conceptual, analytic, and critical modes of thinking.
- Develop insights into human experience and apply them to personal, occupational, and social relationships.
- Recognize relevance of career choices to lifelong learning.
- Demonstrate competence in a selected program of study.

2011-12 ASSOCIATE IN SCIENCE DEGREE COURSES (KCC AS/AH, KCC AS/NS, KCC AS/SS)

KCC catalogs are published yearly and do not always reflect the most recent campus actions. These Associate in Science (AS) courses fulfill Kapi'olani Community College AS degree requirements for AS/AH, AS/NS, and AS/SS categories. Please refer to specific AS degree listings for specific course requirements.

Students intending to transfer to the University of Hawai'i at Mānoa (UHM) should be aware that baccalaureate degree requirements vary at UHM. Students should consult with their academic counselor for program details and should read the transfer section of this catalog. Students intending to transfer to the University of Hawai'i at Hilo (UHH) or the University of Hawai'i–West O'ahu (UHWO) should consult with a counselor at KCC, UHH, or UHWO. Students should check the website <http://www.hawaii.edu/gened/articulation.htm> for additional information.

ARTS & HUMANITIES (AH) courses for KCC AS degree

KCC AS/AH

AMST 201, 202

ART 101, 189

ASAN 100 (AH or SS but not both)

DNCE 150

EALL 261, 262, 271, 272

ENG 214, 250, 251, 252, 253, 254, 255, 256, 257 (any alpha), 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha)

HAW 261, 262

HIST 151, 152, 231, 232, 241, 242, 252, 281, 282, 284, 288

HUM 269

HWST 100, 107

IS 109

LING 102

MUS 106, 107, 108, 170, 229, 230

PACS 108, 257, 273

PHIL 100, 101, 102, 103, 211, 213, 250

REL 150, 151, 202

SP 251,

THEA 101

NATURAL SCIENCES (NS) courses for KCC AS degree

A-59

KCC AS/NS

ASTR 110, 280

BIOC 244

BIOL 101, 124, 130, 171, 172

BOT 101, 130, 201

CHEM 100, 151, 161, 162

FSHE 185

GEOG 101

GG 103

ICS 100, 111

ME 213

MICR 130, 140

OCN 201

PHYL 160

PHYS 100, 122, 151

ZOOL 141, 142, 200

SOCIAL SCIENCES (SS) courses for KCC AS degree

KCC AS/SS

AMST 211, 212

ANTH 151, 200, 210

ASAN 100 (AH or SS but not both)

BOT 105

COM 201

ECON 120, 130, 131

FAMR 230

GEOG 102, 151, 210

IS 105B, 105C

JOUR 150

PACS 108 (AH or SS but not both)

POLS 110, 120, 130, 171, 270

PSY 100, 170

SOC 100, 214, 218, 231, 251, 257

SSCI 260

Please note that ASAN 100 and PACS 108 satisfy either the Arts and Humanities requirement or the Social Sciences requirement, but not both requirements.

Associate in Technical Studies (ATS) Degree

The associate in technical studies degree is a two-year technical-occupational-professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. The degree must be customized by integrating courses from two or more existing approved programs and is intended to target emerging career areas that cross traditional boundaries. The degree must have educational objectives that are clearly defined and

recognized by business, industry, or employers who have need for specialized training for a limited number of employees. The degree must have advanced approval and cannot be based upon previously completed course work.

ATS DEGREE REQUIREMENTS

Each ATS degree is customized for an individual student and has no life of its own beyond that student. This logic applies even to cases where a cohort of students at a given time may be following a common ATS plan. Each student follows his/her own program of study, and that program of study does not continue after the degree has been completed. The requirements for the associate in technical studies degree are:

1. Required credit hours: A minimum of 60 credits.
2. Minimum cumulative grade point ratio: A student must have a cumulative grade point ratio of 2.0 (“C”) or higher.
3. Minimum general education course requirements: At least one course in each of the three areas: social sciences, natural sciences and arts and humanities (at least 9 credits).

ATS DEGREE COMPETENCIES

Graduates of Kapi‘olani Community College who complete an associate in technical studies degree should be able to:

- Employ skills and understanding in language and mathematics essential to fulfill program requirements.
- Understand attitudes and values of various cultures and examine their potential for improving the quality of life and meaningfulness in work.
- Recognize effects of technology and science on the natural and human environments.
- Understand contemporary issues and problems and respond to the impact of current conditions.
- Demonstrate abilities of conceptual, analytic, and critical modes of thinking.
- Develop insights into human experience and apply them to personal, occupational, and social relationships.
- Recognize relevance of career choices to lifelong learning.
- Demonstrate competence in a selected program of study.

ATS PROCEDURES

1. The student submits an ATS degree proposal in writing to the College. For more information about the ATS proposal and approval process, students should contact an academic advisor.
2. At least 30 credits of the ATS degree must be completed after the date the degree plan is approved by the chancellor.
3. An academic advisor will be assigned to counsel and guide the ATS student through degree completion.

Certificate of Achievement

A certificate of achievement is a college credential awarded to students who have successfully completed designated medium-term technical-occupational-professional education credit course sequences that provide them with entry-level skills or job upgrading. These course sequences shall be at least 24 credit hours, but may not exceed 45 credit hours (unless external employment requirements exceed this number). The issuance of a certificate of achievement requires a GPR of 2.0 (“C”) or higher for all courses required for the certificate. Some programs may have additional requirements.

Certificate of Completion

A certificate of completion is a college credential awarded to students who have successfully completed short-term technical-occupational-professional education credit courses or course sequences that provide them with entry-level skills

or job upgrading. These course sequences shall be at least 10 credit hours, but may not exceed 23 credit hours. The issuance of a certificate of completion requires a GPR of 2.0 (“C”) or higher for all courses required for the certificate.

Certificate of Competence

A certificate of competence is a college credential awarded to students who have successfully completed designated short-term credit or continuing education courses that provide job upgrading or entry-level skills. Credit course sequences shall not exceed 9 credit hours. The issuance of a certificate requires that the work has been evaluated and determined to be satisfactory. In a credit course sequence, students must earn a GPR of 2.0 (“C”) or higher for all courses required for the certificate.

Advanced Professional Certificate

A college credential for students who have successfully completed the associate-level degree, designated medium-term credit/non-credit career-technical education courses, or the equivalent which has provided the student with skills and competencies for gainful employment beyond entry-level positions. The certificate is designed for transfer directly into a baccalaureate program or for industry professionals seeking industry/occupation-specific skills. Credit course sequences shall be at the upper division course level and contain at least 18 and no more than 30 semester credits. The issuance of an Advanced Professional Certificate requires that the student’s work has been evaluated and stated competencies have been met. Certificate Approval: Board of Regents.

Cooperative Internship Education

Cooperative internship education integrates academic study with periods of planned and evaluated work experience related to students’ educational objectives. Students receive academic credit and may or may not receive financial remuneration from their employers. The general objectives of cooperative internship education are:

1. To provide planned and evaluated work experiences that will enhance the integration of theory learned in the classroom with the practical aspects of the work situation.
2. To provide planned and evaluated work experiences such as learning how to work, selecting appropriate career goals, and learning to work with others.
3. To develop helpful employment contacts and references.
4. To provide opportunities to earn money to defray college expenses. The college assists in job training placement. Students receive academic credit, from 1 to 4 credits per semester, and may or may not receive financial remuneration from their employers. No more than a total of 8 credits may be counted toward a certificate or associate degree.

Programs that offer cooperative internship include accounting, legal secretary, marketing, paralegal, hotel/restaurant operations, and new media arts. For additional program information, students should see the appropriate department chair. Credits are awarded as follows: 1 hour/week seminar for 1 credit and 3 hours/week work experience per credit.