Policies and Procedures Manual
Hawai`i Community College

Purpose:
Hawai`i Community College is one of the organizations within the public University of Hawai`i system. As such, it is subject to a broad variety of laws, rules, regulations, formal agreements, and other internal and external policies and practices. These include: (1) the Board of Regents’ Policies (BORP); (2) Executive Policies issued by the UH President; (3) UH Systemwide Administrative Procedures Manual (APM); and (4) The University of Hawai`i Community Colleges Policies (UHCCP).

A complete set of the policy manuals listed above is maintained in the Office of the Chancellor. Other administrative offices maintain the policies that govern their areas of responsibility.

It is expected that each campus will develop its own internal process, where needed, to meet the requirements set forth in these documents. One of the purposes of the Hawai`i Community College Policies and Procedures Manual shall be to issue campus-specific directives where needed to implement or customize UH systemwide policies and procedures. Where no campus-specific action is necessary, no additional policy will be issued.

Other purposes of the HawCC Policy and Procedures Manual shall be to promulgate academic policies unique to Hawai`i CC, and to issue internal college-wide policies and procedures.

Responsibilities:
All policies and procedures will be issued from the Chancellor or Vice Chancellor for Administrative Affairs. The Chancellor’s office will be responsible for disseminating new policies and procedures. The Vice Chancellor’s office will maintain and distribute an annual index. The Chancellor’s office will seek appropriate consultation prior to issuing policies, e.g. the Academic Senate will be consulted in the issuance of academic policies.

Numbering System:
The numbering system will be consistent with the BOR policies, the UH Executive Policies, and the UH Systemwide Administrative Procedures Manual. The numbering system is shown as Exhibit 1. Sections of the HawCC Administrative Policy and Procedures Manual may remain blank if there is no need for campus action on systemwide policies.

1 Supercedes Haw1.001, June 1, 2009; August 4, 2000; August 25, 1999; and April 20, 1995
Revised Policy issued by Rockne Freitas, Chancellor
Distribution:

Complete copies of the HawCC Administrative Policy and Procedures Manual will be maintained at the following office locations and made available to faculty, staff and students. Specific policies or procedures may have wider distribution, as appropriate.

Chancellor
Vice Chancellor for Academic Affairs
Vice Chancellor for Administrative Affairs
Vice Chancellor for Student Affairs
Director of Continuing Education and Training
Director of the UH Center at West Hawai`i
Dean of Liberal Arts and Public Services
Dean of Career and Technical Education
All Instructional Division Chairs
HAW 1.001 EXHIBIT #1

HAWCC ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL
Numbering System *

| HAW 1.000 | General Provisions |
| HAW 2.000 | Administration     |
| HAW 3.000 | Organization       |
| HAW 4.000 | Planning           |
| HAW 5.000 | Academic Affairs   |
| HAW 6.000 | Tuition, Scholarships and Fees |
| HAW 7.000 | Student Affairs    |
| HAW 8.000 | Business and Finance |
| HAW 9.000 | Personnel          |

* Follows numbering system of Executive Policies from UH President’s Office, and the UH Systemwide Administrative Procedures Manual (APM)