Awarding of Degrees and Certificates

Purpose:

This policy ensures the notation of all academic credentials upon the student’s successful completion of program requirements at Hawai‘i Community College.

Background:

Hawai‘i CC’s policies, procedures, and practices previously required that students submit an application to petition for graduation. Because technological changes have allowed for an automatic conferral of degrees, Hawai‘i CC no longer requires that students apply for graduation. The Education Policy Committee reviewed HAW 5.701 and determined that the policy was no longer relevant and recommended that the policy be deleted. This new policy was drafted to reflect the current practices as well as to incorporate the UHCC system policy UHCCP 5.205 into the Hawai‘i CC’s policies. The Educational Policy Committee forwarded this policy to the Academic Senate on March 18, 2016. The Academic Senate reviewed and approved the policy on March 18, 2016.

Relevant Policies:

- HAW 5.702, Graduation Requirements
- UHCCP 5.205, Notation of Academic Credentials

Hawai‘i CC will verify that students have successfully met program requirements for an academic credential in one of the following ways:

1. The student is currently enrolled and meets program requirements for an academic certificate or degree (pending successful completion of courses).
2. The student is currently attending another UH campus and has completed all the final program requirements for a certificate or degree at Hawai‘i Community Hawai‘i CC (Reverse Transfer).

Upon successful completion of requirements the student is notified by the Hawai‘i CC Admissions and Records Office (ARO), and an academic credential is notated on the student’s official transcript, unless the student notifies the Hawai‘i CC ARO not to notate the completed credential. Notation of the academic credential is completed at no cost to the student.

Students who do not want the credential noted on their transcript (opt out) must complete a Request to Opt Out of Notation of Credential Form. The completed form must be submitted to the Admissions & Records Office in Hilo or to the Pālamanui Student Services Office in West Hawai‘i by the published deadline. To opt out, students must do the following:

1. Contact a Hawai‘i CC program Counselor/Advisor to discuss the request.
2. Get approval from the Financial Aid Office, if receiving financial aid.
3. Get approval from the on-campus VA School Certifying Official (SCO) if receiving Veterans Administration (VA) benefits.
4. Get approval from the International Student Counselor if enrolled as an international student.

Susan S. Kazama
Interim Chancellor

Date