

**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). (see <http://uhcc.hawaii.edu/ovpcc/policies/index>)

~~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.~~

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.~~

- A. The Office of the Chancellor will be responsible for:
 - 1. Issuing all policies and procedures.
 - 2. Disseminating new or revised policies and procedures.
 - 3. Seeking appropriate consultation prior to issuing policies, e.g. the Academic Senate will be consulted in the issuance of academic policies.

- B. The Office of Administrative Services will be responsible for:
 - 1. Publishing the manual, including any modifications.
 - 2. Maintaining an annual index of 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 system wide policies.

Review of Policies:

Each policy will be reviewed every three (3) years. The purpose of the review is to ensure that any obsolete material is deleted, revisions are incorporated or a policy is abolished as

requested. Substantive changes to policies will be done through consultation with the appropriate governance group. Editorial changes such as typographical corrections, changes due to reorganization, etc. will be done administratively.

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

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).

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
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