

**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 College's Policies (UHCCP). (see <http://www.uhcc.hawaii.edu/OVPCC/policies/index.php>)

EP 2.201 IIIa authorized campuses to develop campus specific policies and procedures to conform with system policies. 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 Hawai`i CC Policy and Procedures Manual shall be to promulgate academic policies unique to Hawai`i CC, and to issue internal college-wide policies and procedures.

Per BORP 1.202 IIIc, the Chancellor is entrusted in the execution of policies authorized and established by UH Board and its delegates. The Chancellor shall oversee the establishment and review of the campus policies and procedures. The Vice Chancellor for Administrative Services shall maintain the official set of the College policy manuals listed above is maintained in the Office of the Chancellor. Other administrative offices maintain the policies that govern their areas of responsibility. Current sets of System policies and College's policies are accessible from the College's web page.

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 Hawai`i CC 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:

- 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 Hawai'i CC 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 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.

Issued: April 20, 1995

Revised: February 28, 2018; June 1, 2009; August 4, 2000; August 25, 1999

Reviewed: February 28, 2018

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).