Policies and Procedures
Hawai'i Community College

Purpose:
As one of the organizations within the University of Hawai'i System, Hawai'i Community College 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).

UH Systemwide Policies and Procedures Information System (PPIS)
https://www.hawaii.edu/policy/

University of Hawai'i Community Colleges Policies (UHCCP)
https://uhcc.hawaii.edu/ovpcc/policies/index

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.

Process:
    A. Administrator assigns a committee to review the policy.

Policy	Reviewing Authority	Governance
1. HAW 1.000 General Provisions	Chancellor	College Council
2. HAW 2.000 Administration	Chancellor	College Council
3. HAW 3.000 Organization	Chancellor	College Council
4. HAW 4.000 Planning	Chancellor	College Council
5. HAW 5.000 Academic Affairs	VC Academic Affairs	Academic Senate
6. HAW 6.000 Tuition, Scholarships and Fees	VC Student Affairs	College Council

7. HAW 7.000 Student Affairs	VC Student Affairs	College Council
8. HAW 8.000 Business and Finance	Chancellor	College Council
9. HAW 9.000 Personnel	Chancellor	Academic Senate College Council

    B. Committee reviews the policy.
    C. Policy reviews shall include the original, the redline, and the clean revised versions. Next review date should be included in the policy revision (Example: Next Review Date every 3 years)
    D. Policy review committee or chair of the governing body submits the approved revision to the Reviewing Authority in charge. The Reviewing Authority in charge will recommend the effective policy date to the Chancellor.
    E. Reviewing Authority in charge reviews the revised policy and routes to the Chancellor's Office.
    F. Chancellor's Office will update the Policy Review List and Index of Policy on the college website.
    G. A final signed copy is maintained by the Chancellor's Office.

Numbering System:
The numbering system will be consistent with the BOR policies, the UH Executive Policies, and the UH Systemwide Administrative Procedures.

Review of Policies:
Each policy will be reviewed every three (3) years or sooner, if needed. The purpose of the review is to ensure that any outdated material is deleted, revisions are incorporated or a policy is abolished as requested. Changes to policies will be done through consultation with the appropriate governance group. Editorial changes such as typographical corrections, changes due to reorganization, etc. may be done administratively.

Follows numbering system of Executive Policies from UH President's Office, and the UH Systemwide Administrative Procedures Manual

[1]Issued on April 20, 1995. Revised on August 25, 1999, August 4, 2000, June 1, 2009, June 16, 2010, May 4, 2018 and November 8, 2024

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