

## Introduction

**‘O ke kahua ma mua, ma hope ke kūkulu.** (Pukui 268)

The site first, and then the building.

*(Learn all you can, then practice.)*

As an open-door, community-based institution of higher education, Kapi‘olani Community College is dedicated to enabling its diverse students to attain their highest educational potential while providing them with a firm foundation for lifelong learning and contributing to their communities. The College is committed to providing a range of academic, career, and technical programs and support services designed to promote student engagement, student learning, and student achievement for success.

## Mission

*Kapi‘olani Community College provides open access to higher education opportunities in pursuit of academic, career, and lifelong learning goals to the diverse communities of Hawai‘i. Committed to student success through engagement, learning, and achievement, we offer high quality certificates and associate degrees, and transfer pathways that prepare indigenous, local, national, and international students for their productive futures.*

## Ala Nu‘ukia

*He hale hāmama ‘o Kapi‘olani Kula Nui Kaiāulu no nā ‘ano kaiāulu like ‘ole, e ho‘olako i nā kānaka ho‘ākea ‘ike e hiki aku i ka pahuhopu ‘imi na‘auao, ‘imi ‘oihana, a ho‘olaulā ‘ike. He loa‘a nā palapala a‘o, nā kēkelē mua puka, me nā polokalamu ho‘ili kula he kilohana wale e ho‘omākaukau i nā haumāna maoli, kūloko, kaumoku‘āna, kau‘āina no ka mua he lako.*

## Vision

*Kapi‘olani Community College is a model indigenous serving institution whose graduates strengthen the social, economic, and sustainable advancement of Hawai‘i and the world.*

## ‘Ōlelo Nu‘ukia

*He Kula Nui Kāko‘o ‘Oiwī‘o Kapi‘olani Kula Nui Kaiāulu a na kā lākou mau haumāna puka e ho‘oikaika i ke kaiāulu o ko Hawai‘i mau kaiāulu like‘ole ma ka honua e loli mau.*

## Values

*Kapi‘olani Community College honors the legacy of Queen Kapi‘olani through these values:*

***Kūpono*** - Practicing honesty and integrity with clarity in all relationships.

***Kuleana*** - Sharing a common responsibility to support the future of our students, college, community, land, and sea.

***Mālama*** - Protecting and perpetuating ancestral knowledge.

***Kūloa‘a*** - Ensuring that the needs of our students are met with support and service.

***Kūlia*** - Creating meaningful curricula and learning experiences that serve as a foundation for all to stand and move forward.

*We are guided by our shared vision, values and commitments and by the recommendations of Hawai‘i Papa O Ke Ao.*

**Nā lawena waiwai**

*Ho'ohanohano 'ia ka ho'īlina a ka Mō'īwahine o Kapi'olani e Kapi'olani Kula Nui Kaiāulu ma o kēia mau lawena waiwai:*

***Kūpono*** - Practicing honesty and integrity with clarity in all relationships.

***Kuleana*** - Sharing a common responsibility to support the future of our students, college, community, land, and sea.

***Mālama*** - Protecting and perpetuating ancestral knowledge.

***Kūloa'a*** - Ensuring that the needs of our students are met with support and service.

***Kūlia*** - Creating meaningful curricula and learning experiences that serve as a foundation for all to stand and move forward.

*Alaka'i 'ia mākou e kā mākou nu'ukia like, lawena waiwai like, a me ka ho'okō kuleana haumāna like ma o ke kāko'o 'i'ini, ke a'o, ka ho'okō pahuhopu, me ka palapala 'o Hawai'i Papa o Ke Ao.*

**A COMMITMENT TO OUR COMMUNITY**

The College responds to the needs of the community, identifying current interests or trends and providing programs that enrich public education. It maintains ties with business, government, and social institutions and utilizes community resources and representatives in curriculum planning and development.

**Advisory Committees**

To keep curricula and requirements current and relevant, the College has invited community leaders in business, industry, and the professions to serve as advisors. These consultants provide guidance regarding course content, selection of training equipment, employment needs, and the effectiveness of different programs. Advisory committees are formed as new needs and programs are identified.

**University of Hawai'i System**

There are ten campuses within the University of Hawai'i system. The four baccalaureate institutions are University of Hawai'i at Mānoa, University of Hawai'i at Hilo, the University of Hawai'i–West O'ahu, and University of Hawai'i Maui College, on the island of Maui. UH Mānoa is the founding baccalaureate, graduate, and research campus located in Mānoa Valley on O'ahu; UH Hilo is on the island of Hawai'i; and UH–West O'ahu is on the western side of the island of O'ahu. There are seven community colleges: four on O'ahu (Honolulu CC, Kapi'olani CC, Windward CC, and Leeward CC) and one each on the islands of Kaua'i and Hawai'i. In addition to select baccalaureates in applied science, the University of Hawai'i Maui College also offers a range of associate degrees.

In addition to these campuses, the University of Hawai'i system operates learning centers and extension, research, and service programs at more than 70 sites in the state of Hawai'i and is engaged in instructional, research, and service activities across the Pacific Islands and in various foreign countries.

These institutions are governed by the University of Hawai'i Board of Regents. The Vice President for Community Colleges is the chief officer for the University of Hawai'i Community College system. Students on any of the campuses are also part of the larger University of Hawai'i system, with access to the full range of associate, baccalaureate, and graduate degree programs. Founded in 1907 under the auspices of the Morrill Act, the University of Hawai'i is one of twelve U.S. universities designated as land-grant, sea-grant, and space-grant institutions.

### **History**

Kapi'olani Community College is named after Julia Kapi'olani Napela-Kapu-o-Kaka'e, an ali'i or chiefess who was beloved by her people as Queen Kapi'olani. She and her husband, King Kalākaua, reigned during the turbulent years of 1874 to 1891. These were difficult years for the Hawaiian people as diseases and cultural shock reduced the population to less than 45,000. As King Kalākaua struggled to revive cultural pride and political autonomy for Hawaiians, Queen Kapi'olani dedicated herself to preserving her race. Actively soliciting funds for the care of Hawaiian children and women who could not afford modern medicines, she was instrumental in founding Queen Kapi'olani Hospital in 1890. Nearly a century later, Kapi'olani Medical Center for Women and Children serves the Pacific Basin as a major medical facility. **Kūlia i ka Nu'u**, strive for the highest, was the motto she adopted for her royal seal. With pride and responsibility, Kapi'olani Community College has assumed the Queen's name and motto. The College's challenge is to perpetuate that heritage of excellence.

The College started as a post-secondary technical school in 1957. Known then as Kapi'olani Technical School, it was administered by the Territorial Department of Public Instruction. (After statehood in 1959, the department was renamed the Department of Education.) The school was a consolidation of three occupational programs: hotel and restaurant, practical nursing, and business education.

In 1965, the school was transferred to the University of Hawai'i system and renamed Kapi'olani Community College. Subsequently, the College has expanded its occupational offerings and added the Liberal Arts, Hawaiian Studies and Natural Sciences programs and designed transfer pathways for career and technical education programs, which allow students to undertake coursework leading to a baccalaureate degree. It has also added the Continuing Education and Training program, which offers short-term continuing education courses and contract training. The college is located on a scenic 44-acre site at Kalāhū, Kapahulu, Kona, on the island of O'ahu. It is next to world-renowned Lē'ahi (Diamond Head Crater), about a mile from Waikīkī Beach.

The buildings on campus are named after native Hawaiian plants. Where possible, names are related to the designated function of buildings. The buildings are ordered alphabetically in a clockwise arrangement: 'Alani, 'Iliahi, 'Ilima, Kalia, Kauila, Koa, Koki'o, Kōpiko, Lama, Maile, Māmane, Mānele, Manono, Mokihana, Nao, 'Ōhelo, 'Ōhi'a, 'Ōlapa, Olonā, and Olopua. The theme of native Hawaiian plant names was selected for environmental, cultural, and historical reasons: to complement and not compete with the beauty of existing trees and plants on campus and in the neighboring areas; to suit its distinctively Hawaiian geographical location adjacent to Diamond Head, a volcanic cone known around the world as a symbol of Hawai'i; to reflect the College's namesake, Queen Kapi'olani.

The theme is also compatible with one of the College's primary missions, to contribute to and stimulate the cultural and intellectual life of the community, and one of its major emphases, Hawaiian and Asian-Pacific studies. It is an opportunity to educate faculty, staff, and students, as well as visitors from the larger community, about the fascinating variety of native Hawaiian plants. Hawai'i has the highest proportion of native plant species in the world. Not found anywhere else, they have evolved from earlier arrivals borne on wind and water currents and developed in response to the soil and climate in the islands.

Some native plants are endangered. Since the arrival of Captain Cook in 1778, vast and often irreversible changes have been caused by the importation of domestic stock, the advent of agricultural cultivation, and the introduction of a multitude of plant species from other areas of the world. As a result, many native tree and plant species have become endangered or extinct. In the words of Samuel H. Lamb, author of *Native Trees and Shrubs of the Hawaiian Islands*, "Through knowledge of the Hawaiian forest and the tree species that compose it will come an awareness of the need to protect it." Through its building names, Kapi'olani Community College hopes to contribute to a better understanding of Hawaiian plants and thus support the movement to protect and preserve their uniqueness.

## **A COMMITMENT TO INTEGRATED LEARNING & TEACHING**

The College's Strategic Plan includes objectives explicitly focused on a commitment to meeting the learning needs of students and providing them with coherent learning experiences. These objectives are met through faculty participation in classroom assessment and research, programs of professional development, and the College's cross-curricular and pedagogical approaches based on established best practices in enhancing student learning. A link to the plan can be found on the College's website: <https://www.kapiolani.hawaii.edu/wp-content/uploads/2013/03/Strategic-Plan-2015-2021.pdf>.

### **Instructional Modalities**

The College offers courses through a variety of modalities:

On campus, in person

Off campus, in person

Completely Online

Hybrid, a blend of on campus, in person, and online.

In all these modalities, the College requires high quality interaction between instructional faculty and students. This interaction is facilitated through in-person and online office hours. Faculty are also available via telephone and email and other social media. Counselors and academic advisors are also available through these same channels.

Student support services are provided for students in all courses in face-to-face or technology-mediated sessions. Regardless of the instructional modality selected, all students have access to counselors providing specialized services for First Year Experience students, single parents and displaced homemakers, veterans, students with disabilities, TRIO students, native Hawaiian students, and students who need mental health services. Additional information on the College's Distance Learning offerings and links to additional resources are available at <http://www.kapiolani.hawaii.edu/campus-life/student-services/distance-learning/>

## **SIGNATURE PROGRAMS**

### **International Education**

Kapi'olani Community College recognizes that working and learning environments increasingly assume multicultural dimensions. In order to prepare students to meet challenges and opportunities in the multicultural arena, international education at Kapi'olani Community College is built on three pillars: supporting the languages, cultures, and histories of Hawai'i's people; developing students' capacity to understand and respect diverse cultures; and establishing and nurturing strong educational and economic partnerships in Asia, the Pacific, and the Americas.

The Paul S. Honda International Center (HIC) provides international students with various services including admission, orientation, registration, assistance with the transition to college, academic advising, career counseling, information regarding visa regulations, health insurance and housing, and any issues that may arise from students' living and studying in Hawai'i. HIC takes an active role in the development of student leadership, friendship, and cultural awareness through the International Club. A special international student seminar is offered through the Intensive English Program to provide first-semester support in students' orientation to higher education in the U.S., cultural awareness, career exploration, and college success skills. HIC also coordinates international study abroad agreements and scholarship programs, providing students with exciting opportunities to travel and study in other countries.

HIC is tasked with facilitating and implementing Kapi'olani Community College's commitment to international education. The International Education Committee, Paul S. Honda International Center and other key faculty, student and staff committees and clubs promote, develop and implement programs, activities and services that provide a better understanding of multiculturalism, internationalism and the interconnectedness of the global community through:

#### **A. Academic Curricular Infusion**

- Language and culture requirements for the AA degree
- Global/multicultural foundation requirements
- Academic Subject Certificates in Hawai'i/Pacific and Asian Studies

#### **B. Cultural Extracurricular Infusion**

- International Education Week
- International Festival
- International lectures, conferences, seminars and special presentations

#### **C. First and Second Language Development and Teaching**

- Intensive and content-based second language and culture studies in English, Chinese, Japanese, Korean and Spanish as Second Languages
- Second Languages for Specific Purposes for Tourism/Hospitality, Business, leisure activities
- Applied first languages and cultures

#### D. Intercultural Programs

- International Café
- International Service Learning
- International Student Club
- Kaikua‘ana and Kaikaina (mentor/mentee) program

#### E. Paul S. Honda International Center (HIC) Programs

- International student recruitment and enrollment management
- Study Abroad and international student exchanges
- Customized contract educational and training programs
- International exchange agreements
- International protocol activities

#### F. Enrollment Management and Student Transitional Services

- Admission and application assistance for entering Kapi‘olani Community College and its ESOL programs
- Orientation to Kapi‘olani Community College and its academic programs and services
- Assistance with health insurance, housing and transportation information and referrals
- Assistance with work permits, OPT, CPT
- Counseling and advising on academic issues, visa issues, financial resources, cultural adjustments
- Workshops on F-1 and other visa regulations, tax issues and intercultural communication

#### G. Intensive Program in English for Speakers of Other Languages (ESOL)

The Intensive Program in ESOL serves as a bridge to support international students whose academic English level is 32 – 60 on the TOEFL iBT®, or an equivalent measure. The Intensive Program in ESOL is a full-time language development program, with approximately 315 hours of classroom instruction per semester or summer term. Students in the Intensive Program in ESOL develop their academic writing skills by participating in a variety of collaborative, interactive, performance-based classroom activities, and by revising writing based on feedback. After successfully completing the program, students select a major, and enroll in credit courses offered at Kapi‘olani Community College.

For additional information, contact the Paul S. Honda International Center at Kapi‘olani Community College: (808) 734-9312 / [hic@hawaii.edu](mailto:hic@hawaii.edu)

#### **Kapi‘olani Service and Sustainability Learning (KSSL)**

KSSL is a comprehensive academic program that engages students, faculty, and our community partners in co-creating balanced, equitable, life-enhancing systems for our neighborhoods, islands, and planet Earth. Service-Learning is a teaching and learning method that provides students with the opportunity to apply newly acquired skills, knowledge, and attitudes, and to build career résumés through community and civic engagement. Sustainability Learning emphasizes real world problem-solving, research, and the development of affective skills and qualities to manage and create systemic change. A guiding principle of KSSL is **Ma ka hana ka ike**: it is in the doing that we learn.

Over 70 course sections offer a service-learning option each semester, and course sections may carry a Sustainability designation. More than 700 students a year choose to serve, contributing over 17,000 hours of meaningful work to the community. Critical reflective journaling, which is ongoing throughout the course, and an end-of-semester capstone essay connect students' service to course curriculum. Students are encouraged to serve at least 25 hours per semester and across multiple semesters. On-campus opportunities are designed to connect first-year students to the campus as community.

Beyond the campus, students service-learn at more than 50 community-based sites including public schools, healthcare facilities, and nonprofit organizations in Honolulu. Students engage directly with current issues in education, environment, health, and long-term care, and with current perspectives in art, history, culture, and society.

KSSL's student success goal is to add deeper relevance, context, and meaning to student learning, and motivate students to higher levels of academic achievement and degree completion. Through participation in KSSL, students develop leadership skills for their careers and civic lives, as they advocate and act for diverse, equitable, healthy, and sustainable communities in Hawai'i and beyond.

For additional information please visit [kapiolaniserve.weebly.com](http://kapiolaniserve.weebly.com) or email [kccserve@hawaii.edu](mailto:kccserve@hawaii.edu).

### **First-Year Experience**

The First-Year Experience (FYE) Program is dedicated to welcoming and supporting first-year students from all levels of preparedness and experience and serves as a bridge for their transition into college. FYE exposes students to the broad range of educational opportunities, introduces students to essential campus support programs, and collaborates with the campus community to help students achieve academic and personal success. Upon completing the first year, students will have the direction and the skills necessary to move forward on their learning and personal paths and will have integrated into the college community. Having this solid foundation, students will be able to **Mai nēia mua aku, Kūlia i ka Nu'u** —“from this point on, reach the highest.” FYE activities include, but are not limited to, new student orientation, academic advising, registration and financial aid workshops, summer bridge and college success classes. For additional information, call (808) 734-9245 or email [kapstart@hawaii.edu](mailto:kapstart@hawaii.edu) or visit the Kīkaha o Lae'ahi Center in 'Iliahi 231.

### **King William Charles Lunalilo Scholars Program**

The Lunalilo Scholars Program is a transformative opportunity for promising individuals who have not considered higher education as a viable alternative because of financial or other barriers limiting college access. Established in 2012 by the Kaneta Foundation of Honolulu, Hawai'i, and in partnership with the College and the University of Hawai'i Foundation, this unique program boasts a comprehensive commitment to student success through scholarship and academic and personal support. The Lunalilo Scholars Program helps students achieve their first-year goals through a Summer Bridge Program, College Success courses, peer mentoring, technological support, academic tutoring, placement test preparation, career and personality assessments, advising and counseling services, assistance with tuition, fees, books, and supplies, a UPass, and assistance with the FAFSA and scholarship applications. The diverse programs and strong peer support equip Lunalilo Scholars with the necessary skills and confidence to thrive in the collegiate world, become resourceful, and gain financial literacy to effectively fund their future education to better themselves and their communities. Program staff

identify individual students' needs and guide them, academically and emotionally, so they overcome obstacles and learn to thrive independently. Scholars must attend Kapi'olani CC and are required to enroll in a minimum of nine credits per semester. A committee reviews applications and referral forms to determine acceptance into the Program for the fall semester only. Fifty-nine Scholars were supported in the 2017-2018 Academic Year. For additional information, call (808) 734-9371 or email [lunalilo@hawaii.edu](mailto:lunalilo@hawaii.edu).

### **Science, Technology, Engineering and Mathematics (STEM)**

The goal of the STEM program is to enhance the quality of the science, technology, engineering, and mathematics instructional and outreach programs at the College, as well as to increase the number of STEM students transferring to four-year degree programs as they prepare for careers in the STEM disciplines.

An Associate in Science in Natural Science (ASNS) degree with concentrations in Biological Science, Physical Science, Information and Communications Technology, or Engineering provides clear and explicit, coherent pathways for students intending to transfer into STEM majors at baccalaureate institutions. The program provides students with undergraduate research opportunities as they move through STEM curricular pathways.

A Certificate of Achievement in STEM Education (CA-STEM ED) provides students with solid knowledge and skills in STEM and Education. It provides a clear pathway for students planning to transfer to a university teacher education program in Secondary Education Program, which leads students to be secondary school educators in STEM.

A Certificate of Achievement in Biotechnology (CA-BIOTECH) will prepare students for entry-level employment in the biotechnology industry and research laboratories. Students will learn basic laboratory skills, equipment operation and maintenance, quality control, safety and good manufacturing practices.

The STEM Center provides a collaborative learning space where STEM students and faculty have easy access to one another. The Center also provides peer mentoring in most STEM disciplines.

### **Center on Responsive Education (CORE)**

CORE is a collaborative partnership between four unique 2-year degree/university transfer programs: American Sign Language, Deaf Education/Deaf Studies, Education, and Second Language Teaching. These programs prepare students who are interested in the teaching profession or other related fields. Students can earn an AA degree in Liberal Arts with concentrations in these areas and/ or transfer to university baccalaureate programs.

American Sign Language (ASL) is one of the fastest growing languages of study in the United States. People learn ASL for many reasons: to communicate with a Deaf relative or friend; to fulfill a language requirement in college; or to enhance professional qualifications. Kapi'olani Community College has a well-established program offering ASL courses. Our Deaf instructors teach in their natural language, ASL. In class you will tune into a visual culture. Outside of class you will experience an amazing cross-cultural journey! For additional information, contact the ASL Program Coordinator at (808) 792-3704 (VP/phone).

The AA degree in Liberal Arts with a Concentration in Deaf Studies and Deaf Education provides students with strong intermediate skills in American Sign Language and an understanding of the diversity of the Deaf Experience in Hawai'i, the Pacific and the U.S. mainland. It also introduces students to the issues and challenges in Deaf Education and provides a pathway for those students interested in pursuing deaf-related professional careers. Targeted advising and a carefully planned course sequence enable students to successfully transfer to baccalaureate institutions on the U.S. mainland that have deaf-related majors, such as Lamar University in Texas. For additional information, contact the Deaf Center Counselor coordinator at (808) 447-1379 (VP/phone).

The AA degree in Liberal Arts with Concentrations in Elementary Education and Secondary Education provides students with solid knowledge and skills to be successful in entering a university teacher education program in Elementary Education, Secondary Education, and Dual Preparation Programs, which leads students to be licensed in dual areas of the field such as Early Childhood and Elementary Education, Early Childhood and Special Education, or Elementary Education and Special Education. Graduates will also be prepared to serve as educational assistants in public and private preschool and K-12 settings. For additional information, contact the Education Program Coordinator at (808) 734-9833.

The AS degree for Educational Paraprofessionals with a concentration in Second Language Teaching (SLT) prepares students to work as assistants with English as a Second Language (ESL) students in various classroom settings, including public and private, K-12 and adult education settings, locally and abroad. The program is intended to serve ESL teachers and assistants presently working in the field to update and refine their skills and individuals preparing for work in the field of ESL. For additional information, contact the SLT Program Coordinator at (808) 734-9327.

## **The Honors Program**

**Pi'i aku a kau i ka nu'u.** (Pukui 289)  
(*Ascend and stand on a place of honor.*)

Honors education is designed to recognize high-achieving students and to offer them opportunities that enrich their college experience. There are two distinct parts of honors education: The Honors Curriculum Program and Phi Theta Kappa International Honor Society of the Two-Year College. The eligibility requirements are the same for both. Students receive letters of invitation when they have completed 11 or more credits at 100-level or above and have attained a cumulative GPR of 3.5 or above. Students are encouraged to take advantage of both facets as they provide different experiences.

The Honors Curriculum Program allows academically excellent students to enroll in honors classes at Kapi'olani Community College. Typically, honor students, in addition to completing the regular class requirements, work with the instructor to design and complete an honors component of a regular class. All honors classes are writing-intensive. Upon completion of degrees, honor students who have completed two honors classes and maintained a cumulative GPR of 3.5 or above will attain the distinction of Kapi'olani Community College Scholar. This honor is indicated on students' transcripts.

Phi Theta Kappa International Honor Society is the International Honor Society of the Two-Year College. Recognizing and promoting scholastic achievement among community, technical, and junior college students since 1918, Phi Theta Kappa International Honor Society offers academically excellent students international recognition and opportunities to develop records of leadership and service to the College and the community. The society is built on four hallmarks: leadership, scholarship, service and fellowship. Kapi'olani Community College's chapter, Alpha Kappa Psi, is an active chapter that organizes many campus-wide activities and events. The chapter participates in regional events with other chapters in the Pacific Region, and students regularly travel to international society events. The chapter, individual members, and officers have won many awards at the international and regional levels. By participating in the society and its programs, students receive additional recognition and develop résumés that lead to more successful applications for scholarships, university transfers, and employment. Phi Theta Kappa offers lifetime membership and benefits including scholarship opportunities, discounts, and references. Upon completion of degrees, Phi Theta Kappans receive special seals for their diplomas, and students are distinguished at commencement as they wear Phi Theta Kappa stoles and tassels with their graduation regalia. For additional information, contact the Honors coordinator at (808) 734-9421.

### **Independent Study**

The purpose of independent study is to provide students with an opportunity to participate in the design and selection of learning experiences geared to their interests, aptitudes, and desired learning outcomes. Students may pursue a project or program of study for credit in any subject area in which credit courses are offered.

Independent study is undertaken under the guidance of at least one student-selected faculty member of the College who agrees to serve as a voluntary advisor.

Individual and group study cannot be in a catalog-listed course and should not be used as a substitute for a canceled class or classes. Before applying for independent study, students must successfully complete all or a substantial portion of the regular credit courses offered in the subject area.

Prior to applying for independent study, a student or student group consults with the faculty member about the project or program of study to be undertaken and the number of credits to be earned by the student(s). A group study course, ALPHA 199 (e.g. PSY 199), should not involve more than six students without prior approval and authorization by the program dean. Faculty should consider the amount of time required to serve as a voluntary advisor, since no teaching reduction or overload assignment is granted for the service.

An independent study course proposal must be submitted in advance of the planned semester when the class section is to be offered. The independent study course proposal must be submitted to the Kuali Student Curriculum Management (KSCM) course approval workflow by the instructor a minimum of two weeks (14 days) prior to the first day of the semester so that the course and class may be created in the registration database OR so that the student may enroll in an alternate class or classes if approval of the independent study is denied.

After a project or program of study has been agreed upon by the faculty member and the student or student group and after being approved in KSCM by the department chair, the program dean, as well as the Vice Chancellor for Academic Affairs, an independent study course is set up: ALPHA 299 (e.g. HWST 299) for individual study and ALPHA 199 (e.g. HIST 199) for group study. To register for the class, the student must take a printed copy of the approved independent study course proposal to the Kekaulike Center for Admissions,

Records, Graduation and Financial Aid in 'Ilima 202. Registration may take place at the student's assigned registration time or during the late registration/change of registration period. If the student registers for independent study as part of their initial registration during either the early or regular registration periods then they will not be charged an additional fee. The student will be charged an add/drop fee to add an independent study class during the late registration period. If the student does initial registration during the late registration period they will be charged a late registration fee.

## **A COMMITMENT TO STUDENT SUPPORT SERVICES**

**Noho pū i ka uahi pōhina.** (Pukui 253)

*(Said of a teacher and pupils who sat about a smoky fire)*

This Hawaiian proverb speaks of a person who understands how to help people in need. This adage is especially appropriate at Kapi'olani Community College, where student services, activities, and special programs lend their support to all students.

### **Disability Accommodations and Support Services**

Disability Support Services Office (DSSO)

Kapi'olani Community College is committed to a barrier-free campus, ensuring that all students have equal access to education. The College agrees to make academic adjustments to ensure non-discrimination of students with disabilities. This commitment is in accordance with applicable state and federal laws, including the Americans with Disabilities Act, and Sections 504 and 508 of the Rehabilitation Act. For additional information contact DSSO at (808) 734-9552, or e-mail DSSO at [kapdss@hawaii.edu](mailto:kapdss@hawaii.edu). The DSSO office is located at 'Ilima 107. Additional information can be found at our website: <http://www.kapiolani.hawaii.edu/campus-life/student-services/disability-support-services-office-dsso/>

### **TRIO Student Support Services**

TRIO Student Support Services helps students attain their academic goal of graduation or graduation and transfer to a baccalaureate institution within four years. To be eligible, students must qualify as low-income as defined by the federal government or be a first-generation student (parent or legal guardian does not have a baccalaureate degree) and/or have a documented disability and be a U.S. citizen or permanent resident. Students must take an English placement test and place at the English 22 level or higher, enroll as a full-time student and have academic need as defined by the program. The program is funded by the U.S. Department of Education.

The following services are provided: academic advising and course selection, financial aid support - FAFSA and scholarship applications, tutorial assistance, financial literacy, advising on non-academic concerns, career counseling support, transfer support services, peer mentoring, cultural diversity enrichment and midterm assessment. For additional information, contact the academic program counselors at (808) 734-9553.

### **Services for Deaf and Hard-of-Hearing Students**

Deaf and hard-of-hearing students may receive the following support services: application, orientation, and registration assistance; academic, personal, and career counseling by a counselor fluent in American Sign Language; interpreters for any credit or continuing education class, workshop, or campus activity; computer assisted note-takers; note-takers; and tutors. Individuals desiring information about these and other services may

contact the Kapi'olani Deaf Center at (808) 734-9210 (V Telecommunication Device for the Deaf [TDD] relay service at 711). Campus TTY locations are printed on the campus map.

### **Counseling**

Counselors are available to assist prospective as well as enrolled students with educational, personal, and career concerns. Counseling services are available in the areas of self-evaluation, selection of majors, and academic planning. Interest inventories are also available to students, upon request, to assist them in narrowing possible career choices. In addition to individual and group counseling sessions, STAR, a degree audit program, is available to help students in their second and subsequent semesters' selection of courses. The degree audit focuses on courses to complete graduation requirements in the shortest amount of time and provides other helpful advice.

### **Student Parents Program**

The mission of the Student Parents Program (SPP) is to support parents and guardians of minor children in pursuing their educational, family and life goals. Services include information sessions, career and personal counseling, financial aid and scholarship search assistance and referrals to community resources in areas such as child care, welfare cash and food assistance, domestic violence, legal services and housing. Assistance with campus employment for the Department of Human Services-First to Work recipients is also provided to eligible students via the system-wide Bridge to Hope Program. For additional information about the Student Parents Program call (808) 734-9504, or e-mail at [sppkcc@hawaii.edu](mailto:sppkcc@hawaii.edu). SPP online information can be found at: <https://www.kapiolani.hawaii.edu/campus-life/student-services/students-parents-program/>

### **PAU Violence Coalition**

The **P**revention **A**wareness **U**nderstanding- **PAU** Violence Coalition's mission is to educate and empower the campus community to create a culture of respect and end all forms of sexual and gender-based violence. The Coalition is a college-wide effort with representation from students, faculty, staff, administrators and community partners. Goals of the Coalition include: advocating for a safe and respectful atmosphere through educational programming with a focus on healthy and consensual relationships and bystander intervention; supporting the campus commitment to uphold Title IX mandates to provide awareness and prevention education; and collaborating with UH system and community partners to broaden impact and support collective efforts. For additional information about the PAU Violence Coalition call (808) 734-9504, or e-mail at [pauv@hawaii.edu](mailto:pauv@hawaii.edu).

### **Employment Prep Center (EPC)**

The Employment Prep Center (EPC) assists students, alumni, and faculty to promote professional development and lifelong learning by connecting students with work-based opportunities. The EPC manages a database known as the Job Center Online, where employers can post open positions for students and alumni. EPC staff lead workshops, attend community events and collaborate with faculty and staff to promote career readiness skills to students. For further information, please contact the program at (808) 734-9066 or email [gethired@hawaii.edu](mailto:gethired@hawaii.edu).

**Kapo'oloku Program for Native Hawaiian Student Success**

The Kapo'oloku Program for Native Hawaiian Student Success exists to ensure that the College's programs and services are equitable for students of Hawaiian ancestry. The program provides a solid foundation for students by reinforcing the importance of education by promoting personal growth and development within the social, community and cultural contexts of Hawai'i's history.

The goals of the program are:

1. Coordinate initiatives at Kapi'olani Community College that support Native Hawaiian student success.
2. Serve as the piko for college programs serving Native Hawaiian students.
3. Identify barriers to success for Native Hawaiian Students that impact success at the College.
4. Plan, develop and implement programs that encourage student development towards success through academic equity, servant leadership and participation in co-curricular activities.

For further information, please contact the Kapo'oloku Program for Native Hawaiian Student Success program at (808) 734-9714 or email [kapnhss@hawaii.edu](mailto:kapnhss@hawaii.edu).

**Kuilei Outreach Program**

The Kuilei Outreach Program is a college transition pathway program that strives to promote cooperative, successful connections, transitions and educational experiences for students who choose to continue their education at Kapi'olani Community College (KapCC). The Program serve all high schools with an emphasis on KapCC's feeder high schools which are Farrington, Kaimuki, Kaiser, Kalani, McKinley, and Roosevelt High School, in addition to schools that support GED, HiSET, and adult age students. The Program also supports postsecondary awareness opportunities with Oahu's Department of Education (DOE) Middle and Intermediate Schools. Services through the Program include high touch student support services that assist prospective students to successfully complete the admissions, testing, enrollment, registration and financial aid processes; complete their academic goals; and reduce the time to degree completion through initiatives such as college awareness activities and Campus Tours led by Peer Mentors, high school and middle school visits, and dual credit opportunities. For further information, please contact the Kuilei Outreach Coordinator at (808) 734-9842 or [kuilei@hawaii.edu](mailto:kuilei@hawaii.edu).

**Transfer Year Experience Program**

The Transfer Year Experience Program provides college-wide assistance to students transferring to Kapi'olani Community College through the matriculation process. Program services to transfer students include outreach and assistance through the admissions and financial aid processes, orientation to the College, and academic advising. The mission of the Transfer Year Experience Program is to create proactive, diversified, and comprehensive services that support transfer students through matriculation to Kapi'olani Community College. Online services can be found at <http://tye.kapiolani.hawaii.edu>. For additional information about the Transfer Year Experience Program, call (808) 734-9511, or e-mail at [kaptye@hawaii.edu](mailto:kaptye@hawaii.edu).

**Maida Kamber Center for Career Exploration, Transfer and Graduation Services**

The Maida Kamber Center for Career Exploration, Transfer and Graduation Services provides quality information and guidance to assist all students in identifying and choosing majors and career paths. In addition, students whose goal is to transfer to a baccalaureate institution will find the Maida Kamber Center to be a rich resource on transfer and career programs to baccalaureate campuses within the University of Hawai'i system as well as other institutions in Hawai'i or on the mainland. The Maida Kamber Center sponsors transfer workshops, career and transfer fairs, and career and interest inventories. Access to online and print resources supports students' pathway to successful graduation. For additional information, contact the coordinator at (808) 734-9500 or visit 'Ilima 104.

**Mental Health and Wellness Program**

The Mental Health and Wellness office is an essential resource to the entire campus community in dealing with mental health conditions by providing a range of counseling services, as well as wellness activities to support students' academic and life goals. For additional information, contact the mental health counselor at (808) 734-9585 or visit 'Iliahi 113.

**Veteran & Military Resource Center (VMRC)**

The Veteran & Military Resource Center supports student veterans, active duty military, reservists, spouses, and dependents who wish to use their service-connected education benefits at Kapi'olani. We provide counseling and academic advising, course certification, programming to meet the needs of our student population, and a dedicated space to foster a sense of community and positive transition to student life.

Services include:

- informing veterans and eligible dependents of veteran-related educational benefits available through the U.S. Department of Veteran Affairs (VA);
- providing priority registration for veterans and eligible dependents using VA-connected educational benefits;
- providing efficient and orderly processing of applications for and certification of veteran educational benefits;
- evaluating prior coursework from previously attended educational institutions and the application of that coursework to veterans' current educational program as mandated by VA;
- answering related questions about military benefits such as Tuition Assistance, Kicker, and other similar benefits; and
- adhering to applicable federal laws, regulations, and policies.

For further information, contact the VMRC at 'Iliahi 112, (808) 734-9583, or view [vabenefits.kapiolani.hawaii.edu](http://vabenefits.kapiolani.hawaii.edu).

**Academic Advising**

Students use Academic Advising to learn about college majors, services, and resources; clarify educational goals; and receive support for academic success.

### Student Responsibilities for Academic Advising

As a student, you are responsible for:

- Taking the time to identify and clarify your academic values and goals.
- Reading carefully and understanding all the information you receive from the College by mail, email and MyUH Portal.
- Communicating regularly and keeping appointments with your academic advisor/counselor.
- Being familiar with important deadlines, academic policies, college regulations, program requirements, and course descriptions, which can be found in the Kapi'olani Community College Catalog, the online Schedule of Classes, the academic calendar and the College website.
- Complying with academic deadlines and policies.
- Understanding academic requirements and monitoring progress toward achieving your degree or educational goal.
- Asking questions early enough to take action.
- Maintaining a personal academic file of notes and copies of forms submitted for processing.
- Taking the initiative to learn about and use the college services and resources available to you.
- Informing your counselor/advisor immediately when a serious problem or concern interferes with your academic progress such as your ability to attend classes or focus on coursework.

### Academic Advisor Responsibilities for Academic Advising

Academic Advisors are responsible for:

- Assisting students to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds
- Clarifying pertinent information and discussing the implications toward students' academic success
- Being accessible and available to students to respond to their questions and concerns
- Clarifying academic policies, college regulations, program requirements, procedures, and other college information
- Maintaining professional integrity, confidentiality, respect, and sensitivity in advising
- Helping students define and develop educational plans; assisting in the selection of appropriate coursework and opportunities to achieve students' goals
- Respecting students' individual needs and diversity
- Assisting students to independently monitor their progress toward achieving their educational and career goals
- Being knowledgeable about, promoting and referring students to appropriate campus and community resources and services
- Informing students of the roles and responsibilities of the advisor/student relationship
- Maintaining currency in academic advising trends and techniques through professional development

## **TRANSFER PROGRAMS**

Kapi'olani Community College has established dual admission, dual enrollment agreements with four baccalaureate campuses: University of Hawai'i at Mānoa (Ka'ie'ie), University of Hawai'i at Hilo (Ho'omi'i), University of Hawai'i–West O'ahu (Mānanawai), and Oregon State University (Degree Pathway Partnership).

### **Ka'ie'ie: Dual Admission, Dual Enrollment at the University of Hawai'i at Mānoa**

Ka'ie'ie is a dual admission, dual-enrollment program for students who plan to complete four-year undergraduate degrees at UH Mānoa (UHM) but choose to begin their degree at Kapi'olani Community College. The main goal of Ka'ie'ie is to promote smooth transition and on-time graduation within clear and explicit curricular pathways to a bachelor's degree within as close as possible to a total of four years (or the equivalent in part-time attendance). Details on the Ka'ie'ie program are available at <http://uhcc.hawaii.edu/kaieie/overview.php>.

There are two categories of Ka'ie'ie Students, JOIN and TRANSFER. New students to the program who are close to completing 24 transferable credits with a 2.0 GPR (2.5 for non-residents) are eligible to JOIN the program and once admitted, may choose to take courses at UHM while maintaining their status at KapCC. Students who join the program, spend one additional semester at the College, and who meet criteria for transfer (see policies below) may transfer to UHM as Ka'ie'ie TRANSFER students. At the point of transfer, they receive early registration as UH continuing students. Both the JOIN and TRANSFER students have access to academic advising and resources at both institutions.

Benefits of the program include expedited completion of transcript evaluation, early registration with continuing students at UHM in the transfer semester, no application fee and no tuition deposit. Ka'ie'ie students also receive early completion of the transfer credit report, the ability to take courses at UH Manoa prior to transfer, and are required to develop a long-term academic plan and regularly participate in academic advising.

Ka'ie'ie was chosen as the name for this program for historical as well as symbolic reasons. Ka'ie'ie is the name of the channel between Kaua'i and O'ahu. Queen Kapi'olani's genealogical roots are firmly in Kaua'i. However, her lineage also extends to Mānoa Valley. The Queen's great-great grandfather Kā'eokulani was also the half-brother of Nāmāhana, who was Ka'ahumanu's mother. Ka'ahumanu lived and ended her life in Mānoa Valley.

The 'ie'ie plant stands as a metaphor for the symbiotic relationship between UHM and the College, in a number of different ways. The 'ie'ie is a vine that grows along the ground, but when it finds a tree, it generates adventitious roots that make it possible for the vine to grow up the trunk and out onto the branches. The roots of the 'ie'ie are used to create the base for mahi'ole, the feathered helmets worn by chiefs. Finally, the 'ie'ie plant is used in the process of preparing a koa tree in the making of a canoe. After the koa is cut down, the kahuna wraps the trunk of the koa with the 'ie'ie vine at the place where the crown of the tree is to be severed from the trunk. After several prayers, the top of the koa is cut.

Through this agreement the College is performing all the important protocols of growing and felling the tree and is giving the students the log to fashion their canoe to sail on their pathway.

#### University of Hawai'i at Mānoa Transfer Policy

Please read the "Degree and Certificate Programs" section for information about general education core requirements and the articulated AA degree. The following conditions of transfer are in effect:

1. Student Transfer—The application period is November to March 1 for the fall semester and July to October 1 for the spring semester. Students are advised to check requirements of the college of their choice since some at University of Hawai'i at Mānoa have earlier deadlines. Information about University of Hawai'i at Mānoa academic programs is available at <http://manoa.hawaii.edu/ovcaa/programsheets/>. Students may transfer to University of Hawai'i at Mānoa if they meet the following requirements:
  - a. Complete a minimum of 24 credits in applicable courses numbered 100 or higher.

- b. Earn a 2.0 GPR or higher (2.5 for nonresidents) for the courses taken.
- 2. Credit Transfer
  - a. Credit for some courses numbered 100-199 will transfer to University of Hawai‘i at Mānoa.
  - b. Credit for a “D” grade or higher for transferable courses taken within the University of Hawai‘i System will transfer to University of Hawai‘i at Mānoa.
- 3. Grade Point Transfer — University of Hawai‘i at Mānoa does not include community college GPR in its cumulative GPR.

Students are encouraged to read University of Hawai‘i at Mānoa’s catalog ([www.catalog.hawaii.edu/](http://www.catalog.hawaii.edu/)) for general program information or visit the University of Hawai‘i at Mānoa website ([www.hawaii.edu/gened/](http://www.hawaii.edu/gened/)) for complete information on University of Hawai‘i at Mānoa’s general education requirements. They should also contact the academic advisors at the Maida Kamber Center for Career Exploration, Transfer and Graduation Services for complete information on transfer to University of Hawai‘i at Mānoa or other four-year institutions (808) 734-9500. The course selections students make at Kapi‘olani Community College may help them meet University of Hawai‘i at Mānoa’s graduation requirements in addition to meeting the general education requirements.

Information on transfer to University of Hawai‘i at Mānoa:  
[manoa.hawaii.edu/admissions/undergrad/transfer.html](http://manoa.hawaii.edu/admissions/undergrad/transfer.html)

Listing of Kapi‘olani Community College General Education courses articulated to University of Hawai‘i at Mānoa: [www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm)

Searchable database of Kapi‘olani Community College course equivalencies at UHM:  
[www.hawaii.edu/transferdatabase/](http://www.hawaii.edu/transferdatabase/)

### **Ho‘omi‘i: Dual Admission, Dual Enrollment at the University of Hawai‘i at Hilo**

Through Ho‘omi‘i, a dual admission, dual enrollment pathway agreement, Kapi‘olani Community College students who meet admissions requirements at the University of Hawai‘i at Hilo may elect to begin their program at the College and transfer to UHH. Through Ho‘omi‘i, the College and UHH cooperate to promote successful undergraduate educational experiences for students who wish to follow curricular pathways started at the College and completed at UHH. The goals of the partnership are to enable students to be jointly admitted to UH Hilo while completing program requirements at the College, improve student access, success and four-year degree completion, expand options for college-level services and curriculum, and improve program articulation. The transfer policies for UH Hilo are explained below.

The name Ho‘omi‘i was chosen for this degree partnership to honor the relationship between Hilo and the namesake of our College, Queen Kapi‘olani. Kapi‘olani I, after whom Queen Kapi‘olani was named, was born in Hilo during the reign of Kalani‘ōpu‘u in 1781. Her mother Kekikipa‘a was the daughter of Kame‘eiamoku and the sister of Ulumāhiehie Hoapili. Her father was Keawema‘uhili, a high ranking chief and a sacred one in the time of Kalani‘ōpu‘u.

When Kamehameha was at war with the chiefs of Hilo, Kapi‘olani almost died when they fled to the forest. Those who were in charge of her tossed her into a clump of ferns because her weight retarded them when danger was near. Another man, walking through the forest, heard a child's cry and drew near to investigate. He

discovered that the wailing voice belonged to his chiefess, who had been cast aside. He picked her up and ran with sorrow for her in his heart. The name of the man was Ho'omi'i. Without the help of Ho'omi'i, Kapi'olani I might have been killed by enemy warriors.

### University of Hawai'i at Hilo Transfer Policy

Students wishing to transfer to University of Hawai'i at Hilo with an AA degree will be considered to have met the general education requirements for a BA degree. Students pursuing a BS degree (agriculture, astronomy, biology, computer science, geology, and nursing) or a BBA degree (business administration) will have some supplemental general education requirements to meet. These additional requirements are identified in the current University of Hawai'i at Hilo Catalog at <https://hilo.hawaii.edu/catalog/>

Students may transfer to University of Hawai'i at Hilo with 24 or more baccalaureate-level semester credits if they have a 2.0 grade point ratio (GPR) in those courses. They may also transfer with fewer than 24 credits if they earned a 3.0 high school GPR in required courses or have a 2.5 high school GPR in required courses with a combined SAT score of 980 or higher or ACT score of 20 or higher. For additional information about applying for admission go to <https://hilo.hawaii.edu/admissions/> Prospective transfer students should consult with their Kapi'olani Community College academic advisor about the specific applicability of Kapi'olani Community College courses to University of Hawai'i at Hilo majors.

Information on all University of Hawai'i at Hilo programs is also available from University of Hawai'i at Hilo Admissions Office, (800) 897-HILO, [uhhadm@hawaii.edu](mailto:uhhadm@hawaii.edu) or the UHH Advising Center, (808) 932-7776.

Information on transfer to University of Hawai'i at Hilo:  
<http://hilo.hawaii.edu/catalog/admission-of-transfer-students>

Searchable database of Kapi'olani Community College course equivalencies at UHH:  
[www.hawaii.edu/transferdatabase/](http://www.hawaii.edu/transferdatabase/)

Detailed information about transferring to UH Hilo is also available at the Maida Kamber Center for Career Exploration, Transfer and Graduation Services in 'Ilima 104.

### **Mānanawai: Dual Admission, Dual Enrollment at the University of Hawai'i—West O'ahu**

Kapi'olani Community College has entered into a degree pathway partnership with the University of Hawai'i — West O'ahu (UHWO) to promote students' successful completion of baccalaureate degrees. Students may enroll in Mānanawai at two stages: as new students or as transfer students. Students who meet admission requirements at the UHWO ([westoahu.hawaii.edu/eligibility](http://westoahu.hawaii.edu/eligibility)) may elect to take all their courses at Kapi'olani Community College while maintaining their status as UHWO students. On the other hand, Kapi'olani Community College students who meet criteria for transfer (see policies below) may enroll in Mānanawai at the point of eligibility for transfer, and continue to take their courses at the College.

Information on transfer to University of Hawai'i—West O'ahu:  
<http://www.uhwo.hawaii.edu/admissions/apply-to-uhwo/transfer-admission/>

Listing of Kapi'olani Community College programs and courses articulated with UHWO

<http://www.uhwo.hawaii.edu/academics/articulations/>

Searchable database of Kapi'olani Community College course equivalencies at UHWO:  
[www.hawaii.edu/transferdatabase/](http://www.hawaii.edu/transferdatabase/)

This degree partnership receives its name from the geographical character of O'ahu's west side and the nature of the relationship between Kapi'olani Community College and UH–West O'ahu. Mānanawai is a contraction of mānana nā wai, where **mānana** means buoyant; to float as canoes; to move together, as people and **wai** means water. Mānanawai represents people moving together in their canoes towards a common destination and from there spreading out into the world.

#### University of Hawai'i–West O'ahu Transfer Policy

The University of Hawai'i–West O'ahu offers junior- and senior-level courses. Students who have completed associate in arts degrees or 55 or more credits of college-level (100+) courses are eligible for admission. Students with AA degrees are deemed to have met University of Hawai'i–West O'ahu's general education requirements. In addition, those who complete an articulated AS degree in the paralegal, accounting or marketing programs at Kapi'olani Community College may also transfer to University of Hawai'i–West O'ahu as classified students. All others with at least 45 credits of transferable course work may be considered for unclassified status, following a transcript evaluation. University of Hawai'i–West O'ahu offers bachelor of arts degrees in business administration, humanities, public administration, and the social sciences. Students may specialize in accounting, anthropology, general business, economics, Hawaiian-Pacific studies, history, justice administration, literature, philosophy, political science, psychology, public administration, or sociology. Students who are interested in applying or obtaining additional information may call University of Hawai'i–West O'ahu at (808) 454-4700 Monday to Friday from 8:00 a.m. to 6:30 p.m. or visit the UHWO web site ([www.uhwo.hawaii.edu](http://www.uhwo.hawaii.edu)).

Detailed information about transferring to UHWO is also available at the Maida Kamber Center for Career Exploration, Transfer and Graduation Services in 'Ilima 104.

#### **Degree Pathway Partnership with Oregon State University**

Students may begin their Oregon State University (OSU) bachelor's degree at Kapi'olani Community College. The Degree Pathway Partnership with OSU is a dual-enrollment program that allows students to be jointly admitted and enrolled at Oregon State University and Kapi'olani. The program is open to all U.S. citizens and residents pursuing their bachelor's degree. Benefits of being a degree partnership student include access to advisors on both campuses and access to OSU online courses while at the College. Details about the Degree Pathway Partnership are available at [oregonstate.edu/dpp](http://oregonstate.edu/dpp).

Information on OSU Admissions: [oregonstate.edu/admissions/index.php](http://oregonstate.edu/admissions/index.php)

Information on KapCC to OSU course equivalencies: [oregonstate.edu/admissions/baccalaureate-core-course-equivalencies-kapiolani-community-college](http://oregonstate.edu/admissions/baccalaureate-core-course-equivalencies-kapiolani-community-college)

Information on OSU Financial Aid and Scholarships: <http://financialaid.oregonstate.edu/>

Information on OSU Extended Campus (online courses): [ecampus.oregonstate.edu/future](http://ecampus.oregonstate.edu/future)

Detailed information about transferring to OSU is also available at the Maida Kamber Center for Career Exploration, Transfer and Graduation Services in 'Ilima 104.

## **Co-Curricular Student Activities**

### **Board of Student Activities**

The Board of Student Activities (BOSA) oversees the co-curricular activities program at the College. Its mission is to complement the academic program and to enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, on-campus community service, recreational, leadership and governance activities. The primary focus of the program is “There’s More to College Than da Books.” Students are encouraged to participate in all aspects of the program. Activities include clubs, concerts, “Cactus-n-Coffee” garden clean up, Study With Your Buddy (SWYB) program during final exams, Campus Safety, Health and Nutrition Series, intramural sports, multicultural performances, convenience services (e.g., sale of bus passes, discounted movie tickets, campus lost-and-found center), and social events. For additional information, contact the office at (808) 734-9576.

### **Student Congress**

The Associated Students of Kapi‘olani Community College Student Congress is a Chartered Student Organization of the University of Hawai‘i system. Student Congress is the official channel between students and the College administration. By charter, all students who have paid their Student Congress fees and maintain a GPR of 2.0 or higher are eligible to become regular voting members of the Student Congress. Elections are held each spring for At-Large positions from which the Congress members elect the executive board, including the chair, vice-chair, treasurer, secretary, and public relations officer. The number of At-Large seats is equal to the current number of Registered Clubs and Boards recognized by the OSA at the end of the previous academic year. Student Congress general meetings are open to all students at the College. For additional information, contact the advisor at (808) 734-9580.

### **Board of Student Publications**

The Board of Student Publications (BOSP) oversees and coordinates all student publications at KapCC. One of their major responsibilities is to oversee expenditure of funds collected from students as a publication fee. The mission of the Board of Student Publications is to (1) Provide media for instruction and training; (2) Showcase student talents; (3) Provide media for sharing information, ideas and opinions; and (4) Support cross-curricular emphasis.

Regularly, BOSP publishes the student newspaper, Kapi‘o News (<http://www.kapionews.com>); three cross-curricular journals: (1) Lē‘ahi, a journal of creative writing and arts; (2) Ka Hue Anahā, a journal of academic and research writing from across the curriculum; and (3) Pueo O Kū, a journal of Science, Technology, Engineering, and Math (STEM); and manages the Student Media Lab. They also sponsor co-curricular events in support of their mission.

For information about submitting articles and art or participating in the publication process, email the BOSP coordinator at [kccbosp@hawaii.edu](mailto:kccbosp@hawaii.edu) or (808) 734-9120.

## **A COMMITMENT TO THE LEARNING ENVIRONMENT**

### **Child Care**

The 'Alani Children's Center, located on the Kapi'olani Community College campus, provides care for children of students, faculty, and staff members. The Center enrolls children ages two through five and is operated by staff and faculty from Honolulu Community College's Early Childhood Education program. The hours of operation are 7:30 a.m. to 4:00 p.m. for the Fall and Spring semesters. For information on applications, costs, and available openings, call the Center at (808) 734-9394 or e-mail [pgooch@hawaii.edu](mailto:pgooch@hawaii.edu). Additional contacts are: Honolulu Community College's Children Center office at (808) 845-9466 or the Single Parents Program at (808) 734-9504 (e-mail: [spdh@hawaii.edu](mailto:spdh@hawaii.edu)).

### **Safety and Security**

Campus security is present 24 hours a day, seven days a week. The office is located in the Olopuia building, (808) 734-9900.

### **Parking**

There is no charge for parking at Kapi'olani Community College. However, students who wish to park in the upper campus parking lot at the corner of Makapu'u and Kīlauea Avenue (Lot A) must apply for a no-cost permit. Parking in all other lots (except restricted areas) requires no permit at this time. There is no guarantee that parking will be available at peak periods. Applicable rules and regulations must be followed. Rules and regulations, including maps, are posted at various locations on campus and are available at the Auxiliary Services Office, Olopuia 103. Parking is permitted only in areas marked and specified for parking. Vehicles obstructing traffic (e.g., parked at red curbs, fully or partially; on the grass or other landscaped areas; next to fire hydrants; in driveways; on crosswalks) will be ticketed and subject to towing.

#### **Parking for Persons with Disabilities**

All persons with disabilities who have a current State Department of Transportation Disabled Persons Parking Permit issued by the City and County of Honolulu are authorized to park in spaces designated for the disabled and in other parking areas not reserved for faculty, staff, and visitors. Vehicles violating this requirement are subject to a campus parking citation, a Honolulu Police Department Parking Citation, and towing at the owner's expense.

### **Bookstore**

The Kapi'olani Community College Bookstore is an institutionally owned bookstore under the direction of the University of Hawai'i Bookstore. The Bookstore offers a selection of academic books and general merchandise. Located in the 'Ōhi'a Building, it is open Monday through Friday, 8:00 a.m. to 3:30 p.m. Extended hours for the first week of instruction will be posted online.

The textbook department provides the academic community with books that are requested by the faculty for course instruction. To meet the needs of the student body, the Bookstore conducts book buybacks twice a year.

The Bookstore through the UH Bookstore is able to provide computer hardware, peripherals, and a wide selection of software from major vendors for sale to eligible students, faculty, and staff members at educational discount pricing. A valid KapCC ID or a current KapCC registration form must be shown for certain purchases.

The Bookstore sells general school and office supplies, art, gifts, greeting cards, and emblematic clothing. The Bookstore's website contains course materials. Make your online purchases at [www.bookstore.hawaii.edu](http://www.bookstore.hawaii.edu).

## **A COMMITMENT TO LEARNING SUPPORT**

**Ka waihona o ka na'auao.** (Pukui 178)

*(The repository of learning.)*

For Native Hawaiians, the repositories of learning were those men and women who were blessed with wisdom. To support student learning, Kapi'olani Community College also offers learning centers—modern, technically innovative facilities that provide students with resource materials, tutorial assistance, audiovisual aids and access to computers. Students are encouraged to take advantage of the following facilities:

### **Library & Learning Resources**

Located in the Lama building, the Library & Learning Resources Unit is home to the Library, Testing Center, Lamakū Learning Center, and an open computer lab. The Lama Library accommodates both quiet study and active learning and provides access to electronic and print books, periodicals, films, databases and other information resources. Library services include research and information literacy instruction, reference assistance, academic support workshops, course reserves, group study rooms, printing, scanning, and photocopying. Laptops are available for use inside and outside the library. Students, faculty, and staff have borrowing privileges at other libraries in the University of Hawai'i System. The Testing Center supports placement, distance learning, make-up, and accommodations (ADA) testing. The Study Hub in Lamakū Learning Center offers peer tutoring for math and writing. Faculty and community volunteers provide additional support for math, writing, and other disciplines.

### **The Center for Excellence in Learning, Teaching and Technology (CELTT)**

The Center for Excellence in Learning, Teaching and Technology is committed to student learning through the support of teaching and technology for administration, faculty, and staff. CELTT provides campus-wide access to information technology for instructional and administrative functions, and coordinates distance education professional development for faculty and staff. Through consultations, workshops, and training activities, CELTT encourages faculty and staff to develop and implement innovative instructional strategies that facilitate learning through new and emerging technologies. CELTT is located in the Naio building and provides support for collaborative faculty projects, professional development workshops, video production, distance learning, website and mobile app development, audiovisual needs, graphics layout, centralized technology procurement and management, customer care services, networking infrastructure, server management, system application support, phone services, analog line services, IT and A/V consultation for renovations and new constructions, high voltage projects, 2-way radios, emergency response, and information security.

### **Learning Assistance Centers**

To encourage student success, the College offers supplementary instruction outside of the classroom and laboratory. Because of the diverse abilities and schedules of its student body, the College provides learning and

enrichment centers where students can be more proactive about their learning.

**Kōpiko Learning Community:** The Kōpiko Learning Community, located in Kōpiko 101, is a business education computer lab set up to serve the students majoring in one of the College's business programs and for students taking business courses. It gives students access to the hardware and software they need to complete assignments, especially for courses such as accounting, business, business law, eBusiness, entrepreneurship, information technology, information and computer science, management and marketing. Most of the software is program specific and not available in any other lab at the College. The lab also provides space for independent study for business students.

**Science Technology Engineering and Math (STEM) Center:** Located on the second floor of the Koki' o building, the STEM Center offers a welcoming environment with learning resources and academic support for students taking classes in any of the STEM disciplines. The atmosphere and configuration of the center promote student interaction and collaborative learning. Peer mentors and tutors are available to assist in STEM class work, provide support services and guidance. Faculty offices surrounding the STEM Center offer easy access to class instructors. Student monitors are available to help students to better utilize the center resources. Available evaluation to drive continuous program and institutional development.

### **Vision and Values**

In the tradition of Queen Kapi'olani and her motto, "*Kūlia i ka Nu'u,*" to strive for the highest, we have developed the following vision and values statements:

Kapi'olani Community College ... prepares students for lives of critical inquiry and effective engagement and leadership in careers which strengthen the health, well-being, and vitality of

- the individuals, families, and communities that support all of us,
- the cultural traditions that shape and guide all of us, and
- the land and sea that sustain all of us.

Kapi'olani Community College values ...

- Aloha for Hawai'i, and its diverse peoples, cultures, languages, and environments.
- Service and attention to the needs of our diverse students and their experiences, contributions, expectations, and dreams.
- High quality, active, ongoing learning for everyone.
- Respect and appreciation for our faculty, staff and administration, in recognition of their ongoing innovation and achievements.
- Honesty, integrity, and clarity in professional relationships.
- Imagination and innovation in curriculum and pedagogy and support services, and in planning, assessment and improvement.
- Shared responsibility, effective communication, and partnerships in working for the educational, social, economic, and environmental betterment of the communities we serve.

### **Degrees and Certificates**

The college offers the Associate in Arts degree (AA), the Associate in Science degree (AS), and the Associate in Technical Studies (ATS) degree. Certificates offered are Certificate of Achievement (CA), Certificate of Competence (CO), Advanced Professional Certificate (APC), Certificate of Professional Development (CPD),

and Academic Subject Certificate (ASC). These degrees and certificates differ in the numbers and types of courses required to fulfill all requirements. Some students may not wish to pursue a certificate or a degree and, instead, may select their course of study according to personal interests or occupational needs. A degree is an academic credential awarded in accordance with University of Hawai'i Board of Regents' approval and consists of the components of general education core requirements; college/program requirements; major requirements, if any; electives, if any; and additional degree requirements, such as total credit requirements, minimum overall cumulative grade point ratio (GPR), minimum GPR or grades for courses applied to the major or program requirements, and other related requirements such as writing-intensive and Hawaiian or foreign language courses.

## A COMMITMENT TO LEARNING

### EDUCATION WITH A FOCUS ON STUDENT LEARNING OUTCOMES

Instruction at Kapi'olani Community College focuses on student learning outcomes. Course and program outcomes are stated in terms of the knowledge, skills, and attitudes that students should acquire by the time of completion. The outcome statements make it clear to faculty, staff, students, and the general public, including employers, what has been achieved by students who complete the courses and programs. The statements also serve as the basis for the internal and external assessment of courses and programs to determine the effectiveness of instruction and identify areas for improvement, including the development of alternative modes of learning.

### KAPI'OLANI COMMUNITY COLLEGE INSTITUTIONAL LEARNING OUTCOMES (ILOs)

Within professional, civic, and personal contexts, and in the pursuit of their current individual learning goals, KCC students are able to:

- use critical and creative thinking and reasoning.
- communicate clearly and appropriately.
- demonstrate an active awareness of the Hawaiian Islands and the rich diversity of its peoples, in particular the values and history of the indigenous culture.
- make contributions to their communities.

### PHILOSOPHY OF GENERAL EDUCATION

**Ma ka hana ka 'ike.** (Pukui 227)

*“In working, one learns”:*

Knowledge in ancient Hawai'i was gained through discipline, work, observation of nature, and an abiding respect for spirit, earth, and life. Human beings demonstrated wisdom and skills not by how much they claimed to know, but by their actions and deeds.

**He pūko'a kani 'āina.** (Pukui 100)

*“A coral reef that grows into an island”*

A coral reef is a community of interconnected beings; as each being grows and contributes to the whole, the community becomes healthy and firmly established.

General education, integrated into both transfer programs and career and technical programs, provides a foundation for lifelong learning. This foundation consists of diverse courses that, in combination, foster

intellectual and social growth. Courses required for general education emphasize communicative and interpersonal skills, critical thinking, multicultural understanding, and ethical deliberation to enable students to learn throughout their lives, to work creatively and productively with others, and to contribute to the wellbeing and vitality of the community. Learning outcomes are characterized by the ability to make conscious and informed use of knowledge, skills, and attitudes relevant to a particular situation.

General education in each program at the College shares the following learning outcomes:

**Thinking/Inquiry** - Make effective decisions with intellectual integrity to solve problems and/or achieve goals utilizing the skills of critical thinking, creative thinking, information literacy, and quantitative/symbolic reasoning.

**Communication** - Ethically compose and convey creative and critical perspectives to an intended audience using visual, oral, written, social, and other forms of communication.

**Self and Community/Diversity of Human Experience** - Evaluate one's own ethics and traditions in relation to those of other peoples and embrace the diversity of human experience while actively engaging in local, regional and global communities.

**Aesthetic Engagement** - Through various modes of inquiry, demonstrate how aesthetics engage the human experience, revealing the interconnectedness of knowledge and life.

**Integrative Learning** - Explore and synthesize knowledge, attitudes and skills from a variety of cultural and academic perspectives to enhance our local and global communities.

These general education outcomes were adapted from the "Essential Learning Outcomes" of the Association of American Colleges and Universities. They also currently serve as the learning outcomes for the Associate in Arts degree, and as our institutional learning outcomes.

Kapi'olani Community College believes that education is a key to the growth of the individual and the vitality of the community. To encourage students to **Kūlia i ka Nu'u**, to strive for the highest in learning and achievement, the College aims to create an environment in which faculty, students, and staff can discover, examine, preserve and transmit knowledge, wisdom, and values that will enrich present and future generations.

### **Career and Technical Education Programs**

The College offers the only health sciences, emergency medical services, and legal education programs in the state, along with programs in nursing (island-wide), business, new media arts, culinary arts and hospitality. These programs, along with a variety of short-term credit and continuing education and contract training programs, lead to associate in science degrees and certificates in over 10 career fields.

### **Transfer Programs**

The Associate in Arts (AA) in Liberal Arts degree is awarded for completion of the liberal arts program and is designed to prepare students for success at a baccalaureate institution. The college's AA degree fulfills the admission and general education core requirements at University of Hawai'i at Hilo, University of Hawai'i at Mānoa, and University of Hawai'i–West O'ahu. The Associate in Arts (AA) in Hawaiian Studies is awarded

upon completion of general education and Hawaiian Studies courses. This degree prepares students for transfer to the Hawaiian Studies baccalaureates at University of Hawai'i at Hilo and University of Hawai'i at Mānoa. The Associate in Science in Natural Science prepares students for baccalaureate majors in science, technology, engineering and math. Certain other Associate in Science degrees also serve as transfer degrees to baccalaureates at UH Hilo and UH–West O'ahu.

## **The Office of Continuing Education and Training**

The Office of Continuing Education and Training (OCET) is dedicated to providing customized training, professional certification, and resources towards the advancement and enrichment of Hawai'i's workforce, professional, and personal development.

High quality competency-based training programs and Continuing Education courses address immediate and future workforce and professional development needs in the areas of Health Education, Culinary, Global Learning and Development, and the Office for International Affairs. Updated, flexible, and adaptive Continuing Education programs offer opportunities for professional growth beyond traditional college curriculum and are delivered through face-to-face, online, and hybrid learning environments.

OCET programs :

- Workforce focused training
- Professional Development
- Certification renewal and attainment
- Customized training
- Personal Enrichment
- Student transition to postsecondary education and employment

For additional information and to register, visit [continuinged.kapiolani.hawaii.edu](http://continuinged.kapiolani.hawaii.edu) or email us at [kccocet@hawaii.edu](mailto:kccocet@hawaii.edu).

### **Culinary**

The Professional Development series of classes are designed for current industry professionals who are interested in fine tuning their culinary techniques and skills and current culinary students interested in going more in-depth than classroom time allows. Classes are held in the culinary arts laboratories and lecture rooms. In most cases, you have the opportunity to prepare and produce certain foods, sample, and discuss methods and techniques with the chef instructor. The culinary series are modular. This means you may pick and choose classes that fit your personal interests. In order to ensure individual attention and safety, class enrollment is limited. To enroll, please call 808-734-9211.

We are able to customize contract training sessions for employers that wish to upgrade the basic and/or advanced culinary and pastry arts skill sets of the employees. Training is also available in the areas of food safety (ServSafe), restaurant management, menu merchandising, nutrition, cooking for health and wellness, food innovation, alcohol awareness, and beer and wine education. Email [johnlric@hawaii.edu](mailto:johnlric@hawaii.edu) to arrange for a free consultation.

### **Global Learning and Development (GLAD)**

Global Learning and Development specializes in workforce training and professional development in the areas of business, hospitality, customer service, communication, language, culture, and industry specific certification. In alignment with the evolving workforce and professional demands, GLAD specializes in incorporating global competencies into skills based programs and courses to assist individuals and organizations advance their expertise and abilities in their current or future jobs. Through its public Continuing Education programs and courses, GLAD trains the individual so they possess the knowledge and awareness of immediate industry standards, beyond the scope of the traditional college course of study, and to succeed in their professional roles.

Opportunities for Hawai'i's employers in both the public and private sectors to customize professional training pathways for their business or organizational structure and expectations are available through Global Learning and Development. Some of the program highlights are the State of Hawai'i Certification for Tour Drivers and Guides, Certification for Hospitality Supervisors, Certification for Hospitality Housekeeping Executives, Global Communications Series, and Career Success and Development Series.

For programs, courses, and registration, visit <https://continuinged.kapiolani.hawaii.edu/global-learning-development/>

### **Health Education Continuing Education**

The Health Education Non-Credit (HENC) Program delivers courses and programs to meet the educational needs of individuals in health career training and personal health and wellness courses.

HENC programs help individuals secure the professional training needed to enter the health care job market as well as move up their career ladder with strengthened skills. HENC serves employers by providing customized training to meet their specific needs.

HENC also provides courses designed to help individuals improve their personal health and wellness via the empowerment increased information brings.

The HENC faculty and staff look forward to helping you meet your health related goals with our wide range of courses and programs. Please send questions related to current non-credit health courses and programs to [NHealth@hawaii.edu](mailto:NHealth@hawaii.edu).

### **Office for International Affairs**

The Office for International Affairs (OIA) is responsible for overseeing all international programs and activities on the University of Hawaii, Kapi'olani Community College campus. Under OIA there are the Paul S. Honda International Center, the International Club, the International Café, the International Festival and International Education Week.

OIA has overall responsibility for the more than 700 international students enrolled at KapCC as well as various study abroad programs for resident students. This includes the Freeman Foundation scholarship program that sends students to China, Japan and Korea for a semester of study abroad as well as a semester of intensive language training on the KapCC campus. Students from all 7 UH community colleges are welcome to apply for the grants.

OIA is also involved in internationalizing all aspects of the KapCC curriculum and its faculty and staff. Any questions can be directed to Dr. Joseph Overton, Director of the Office for International Affairs at [overton@hawaii.edu](mailto:overton@hawaii.edu)

### **Senior Program**

The Senior Program was established by the Hawai'i state legislature and is currently administered at Kapi'olani Community College through the Office of College and Community Relations.

Hawai'i state residents who are at least 60 years of age are qualified to enroll in credit classes as an auditor, pending availability and faculty consent. The Senior Program is only offered during the fall and spring semesters and is tuition-exempt to qualified seniors. Seniors may take up to two courses per semester, or six credits. Seniors registered under this Program do not receive academic credit, are not listed on official class lists, and do not receive a letter grade upon completion of the course.

In selecting courses, seniors are asked to refer to the Class Availability listing posted on Kapi'olani CC's website: [www.kapiolani.hawaii.edu](http://www.kapiolani.hawaii.edu). All registration requests must be signed, approved and received by the Office of College Relations by the first day of instruction. For additional information, call the Office of Community Relations at 734-9513.

## **A COMMITMENT TO QUALITY**

### **Accreditation**

Kapi'olani Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd, Suite 104, Novato, CA 94949, (415) 506-0234, [accjc@accjc.org](mailto:accjc@accjc.org), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Accreditations have been granted by the Hawai'i State Board of Nursing for the Practical Nursing and Associate in Science degree Nursing programs; the Accreditation Commission for Education in Nursing (ACEN) for the Associate in Science degree Nursing program; the National Accrediting Agency for Clinical Laboratory Sciences for the Medical Laboratory Technician program; the Joint Review Committee on Education in Radiologic Technology for the Radiologic Technology program; the Committee on Accreditation for Medical Assistant Education for the Medical Assisting program; the Accreditation Council for Occupational Therapy Education for the Occupational Therapy Assistant program; the Commission for Accreditation of Physical Therapy Education for the Physical Therapist Assistant program; the Committee on Accreditation for Respiratory Care for the Respiratory Care program; and the Accrediting Commission of the American Culinary Federation Educational Institute for the Food Service Patisserie and Culinary Arts programs. The Accounting, Information Technology and Marketing programs are accredited by the Accrediting Council for Business Schools and Programs. The Paralegal program is approved by the American Bar Association.

## **A COMMITMENT TO ACADEMIC FREEDOM**

Kapi'olani Community College, as a member of the University of Hawai'i system of institutions, guarantees its faculty the freedom to teach and its students the freedom to learn. The freedom to engage in academic inquiry and the freedom to express ideas freely are both necessary to effective and meaningful learning experiences. All students and faculty, regardless of their ethnicity, gender, sexual orientation, or country of origin, are members of an academic community dedicated to the pursuit of truth and the development of critical thinking.

**Statement on Professional Ethics (from University of Hawai'i Community Colleges Policy UHCCP #5.211)**

A. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

B. As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Faculty members demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and academic advisors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

C. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. Faculty members strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institutions.

D. As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

E. As members of their community, faculty members have the rights and obligations of other citizens. Faculty members measure the urgency of these obligations in light of their responsibilities to their subject, to their students to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom

**Admissions, Registration, and Financial Aid Information**

**I kū ka makemake e hele mai, hele nō me ka mālo'elo'e.** (Pukui 132)

*(If the wish to come arises, walk firmly.)*

### Admission Information

For information about Kapi'olani Community College admissions, records, graduation, registration, and financial information, write or call:

Kapi'olani Community College

Kekaulike Center

‘Ilima 102

4303 Diamond Head Road

Honolulu, HI 96816

Phone: (808) 734-9555

Fax: (808) 734-9896

E-mail: [kapinfo@hawaii.edu](mailto:kapinfo@hawaii.edu)

Hours: Monday-Friday, 8:00 a.m. to 4:00 p.m.

Kapi'olani Community College is an open-door college that welcomes students who meet the College's admissions requirements, procedures, and regulations as outlined in this catalog.

### Eligibility

All persons who are 18 or older, or who have earned a high school diploma or equivalency, are eligible for admission. There are, however, special requirements for International Students and for applicants to certain selective-admission programs. We have translators available for the admissions process. Please contact us at (808) 734- 9555 if you would like access to translation assistance, or come by the office at 'Ilima 102.

## General Admission

### I. How to Apply:

1. Apply online at [apply.hawaii.edu](http://apply.hawaii.edu). The system application includes:
  - a. Application deadlines
  - b. Academic programs offered at University of Hawai'i campuses
  - c. Notification to applicants for admission
  - d. Residency regulations (condensed)
  - e. Application requirements
  - f. Residency declaration
2. Electronically submit a completed online application form and appropriate supporting documentation to the Kekaulike Information and Service Center by the application deadline.

Non-Residents: A non-refundable \$25 application fee is required online at the time of application.

Transfer students/students who have attended another (non-University of Hawai'i system) college/university: Applicants who wish to transfer credits from a college or university (outside of the University of Hawai'i system) attended previously should have official transcripts sent directly to the Kekaulike Information and Service Center. Hand-carried or FAX transcripts will not be accepted.

Selective-admission programs: Certain programs have additional application requirements. Refer to the Selective Admission Requirements section of the catalog for additional details.

International students: Refer to the Requirements for international students (F1) in this catalog or online at <http://www.kapiolani.hawaii.edu/admissions/international-or-non-resident-students/> for details on international student admission requirements.

Returning students: Former Kapi'olani Community College students who have skipped at least one semester of enrollment in the University of Hawai'i system can return to KapCC without re-applying for admission. Your "roll-over" application is good for four consecutive semesters (ex: Fall 2018 to Spring 2020). Contact Admissions directly to request for a "roll-over" of your previous KapCC admissions application to the next semester of enrollment. You may call us at (808) 734-9555, email us at [kapinfo@hawaii.edu](mailto:kapinfo@hawaii.edu), or visit us in-person at the Kekaulike Center in the 'Ilima Building, Room 102.

## II. When to Apply

Students are advised to submit their applications as soon as possible. Refer to the application deadlines listed on the University of Hawai'i System Application Form or online at <http://www.kapiolani.hawaii.edu/admissions/>

Note that selective-admission programs may have earlier application deadlines.

Applicants who do not meet the deadline for submission of all required materials (e.g. submission of transcripts, testing, residency documentation, etc.) will be considered for acceptance on a space available basis.

## III. Application Review Process

All documents and transcripts submitted become the property of Kapi'olani Community College. They will not be returned to the applicant. Upon receipt of the online application form and, if applicable, supporting documents, the Kekaulike Information and Service Center will review the application and request, if necessary, additional information as appropriate. Students should respond promptly to any email requests for supporting documents.

After the Kekaulike Information and Service Center receives the completed application form and all appropriate supporting documents, a notification of acceptance and enrollment instructions is emailed to the student. The instructions will include information regarding Tuberculosis (TB) clearance and Measles, Mumps, and Rubella (MMR) immunization requirements, placement testing, registration, and orientation.

### **Application Deadlines**

A completed online University of Hawai'i System Application form and all other requested forms and/or documents must be submitted to the Kekaulike Information and Service Center by August 1 for the fall semester, December 15 for the spring semester, April 30 for the first summer session, or June 15 for the second summer session. Students are advised to file their online applications as early as possible. Programs with earlier closing deadlines for the 2018-2019 academic year are Health Sciences, New Media Arts, Nursing, and Emergency Medical Services. Refer to the following sections on application requirements for Health, Nursing, and EMS programs.

Applicants should make every effort to apply online early and to meet the testing and orientation deadlines. Applicants who apply online after the deadline or who complete other requirements (e.g., submission of transcripts, testing, orientation, and requested residency documentation) after the deadline will be considered for acceptance on a space available basis. Applicants who wish to transfer credits from a college or university

(outside of the University of Hawai'i system) they attended previously should have official transcripts sent directly to the Kekaulike Information and Service Center.

Hand-carried or FAX transcripts will not be accepted. High school transcripts are not required, except for international students and students who apply to certain selective-admission programs. Refer to Special Program Admission Requirements.

### **Health Requirements for Registration**

In compliance with public health regulations, all students prior to registration must show evidence that they are free of tuberculosis (test taken within one year of the first day of instruction) and documentation of measles immunization. The Health Clearance form is sent to all new students with the email acceptance letter and is also available at the Kekaulike Information and Service Center. Students are also required to provide documentation of measles immunization. Kapi'olani Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

All health documents submitted become property of the College. They will not be returned. Should you require a copy of your TB Clearance and MMR Immunization documents in the future, please keep copies for your own personal use or inquire with the doctor's office/clinic where you received these medical tests.

### Selective Admission

Students applying for entry to Health Sciences, Nursing, EMS and New Media Arts must submit an Application for Selective Admission Program (ASAP). Students not currently enrolled at Kapi'olani Community College must also submit the University of Hawai'i System Application form. Notification of acceptance is sent by mail.

Admission requirements and application deadlines for specific programs may be found on the Application Dates and Deadlines at <http://www.kapiolani.hawaii.edu/admissions/application-dates-and-deadlines/> and in the curricula sections of this catalog. Further information regarding specific admission and application requirements may be obtained from the Kekaulike Information and Service Center (808) 734-9555, Emergency Medical Services (808) 734-9288, Health Sciences (808) 734-9270, New Media Arts (808) 734-9290, and Nursing (808) 734-9305.

All applicants whose required materials are received by the deadline and who meet requirements will be considered for admission to requested programs. Students on academic probation at Kapi'olani Community College will not be considered for selection to these programs. Letters of acceptance or non-acceptance into selective admissions programs will be sent by late May or early June for fall entry and by late December for spring entry. All documents and transcripts submitted become the property of the College and will not be returned.

### Requirements for International students (F-1)

Kapi'olani Community College is authorized under federal law to enroll non-immigrant (F-1) students. International students must comply with all regulations of the Department of Homeland Security as well as with applicable policy of the Board of Regents of the University of Hawai'i and the policies of Kapi'olani Community College. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Kapi'olani Community College complies with all applicable requirements of state health agencies and U.S.

embassies/councils as may be required by law or by rules and regulations.

International students who do not have the demonstrated language proficiency to enter Kapi'olani Community College's credit classes can take a one-semester Intensive ESOL class (non-credit). It is offered fall, spring and summer terms. After successfully completing this course, students may enter Kapi'olani Community College's credit classes and programs.

International applicants must meet general admissions requirements as well as the following additional requirements:

1. Submit a Supplementary Information Form for undergraduate International Applicants.
2. Submit an application fee of \$25. It is not refundable and may not be transferred to another semester.
3. Submit an ESOL reservation fee of \$75. This fee is for those who are applying for Intensive ESOL course. Also this fee is not refundable and may not be transferred to another semester.
4. Submit an official proof of English Proficiency Tests. The college accepts TOEFL, TOEIC, Eiken/STEP, IETLS and other English proficiency tests. Please refer to the international student admission web page at <http://www.kapiolani.hawaii.edu/admissions/international-or-non-resident-students/> for more details.
5. Official Transcripts of their school records showing evidence of successful completion of schooling equivalent to 12 years of U.S. education or higher must be sent directly from their school to Kapi'olani Community College or in a sealed school envelope. Student copies of transcripts and opened envelopes are not acceptable.
6. Submit an Official Bank Statement or an Affidavit of Financial Support guaranteeing that no financial assistance will be needed and no employment will be required for the first 12 months. Tuition and living expenses such as housing and food are approximately \$21,000.
7. Submit a copy of their valid SEVIS I-20 and a verification of enrollment form if they are already in the U.S and attending another school.

Items 1-7 plus the University of Hawai'i System Application Form must be received by the Paul S. Honda International Center, 'Iliahi 112, phone: (808) 734-9312, fax: (808) 734-9454, email: [HIC@hawaii.edu](mailto:HIC@hawaii.edu) by the following dates: June 15 for the fall semester; November 1 for the spring semester; March 15 for the summer session. All documents and transcripts submitted become the property of the College. They will not be returned. Applicants will be notified by mail of their acceptance or non-acceptance.

Prior to registration, all international students must demonstrate proof of enrollment in a health and accident insurance plan. The intent of this requirement is to protect international students from the high cost of unanticipated health care expenses resulting from accident or illness. Currently, Kapi'olani Community College offers a student health insurance plan by HMSA. All international students must submit proof of tuberculosis (TB) clearance (TB test must be taken in the US) and record of two MMR (Measles, Mumps, and Rubella) immunizations for registration approval.

Accepted applicants will be notified and will be sent a SEVIS I-20 form. The applicant is responsible to see that all requirements have been met. Kapi'olani Community College does not send reminders. International students must also enroll for a minimum of 12 credit hours each semester, and satisfactory progress must be made.

### **Requirements for Dual Credit for High School Students**

High school students may apply to the Dual Credit Program at Kapi'olani Community College to potentially earn college credits, which can be applied to their high school graduation requirements. Enrollment is on a

space-available basis and limited to courses for which prerequisites have been met. Recommendation from the high school counselor or Principal is required. Generally, students accepted into the program have a grade point average that indicates a high probability of college-level success. Dual Credit students attend regular community college classes during the school day or in the evening. Upon satisfactory completion of course requirements, earned college credits are transferable to any University of Hawai'i system degree-granting institution and may be accepted by other colleges and universities as well. Students must comply with the University of Hawai'i Community Colleges requirements such as applying for admission, achieving the appropriate English and math levels on the placement test, maintaining acceptable academic standing, and obtaining approval from their high school counselor and Principal regarding eligibility for this program. Students should contact their high school counselor or the Kuilei Outreach Program Coordinator at (808) 734-9842 or [kuilei@hawaii.edu](mailto:kuilei@hawaii.edu) for further information.

#### Residency Regulations (condensed)

(The residency rules and regulations may be subject to change)

Students who do not qualify as bona fide residents of the State of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time they register, must pay the nonresident tuition. An official determination of residency status will be made prior to enrollment. Applicants may be required to provide documentation to verify residency status. Once classified as a nonresident, a student continues to be so classified during his/her term at the College until he/she can present clear and convincing evidence to the residency officer that proves otherwise. Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer in the Admissions Office. The complete rules and regulations are available at the Admissions Office.

#### **DEFINITION OF HAWAI'I RESIDENCY**

A student is deemed a resident of the State of Hawai'i for tuition purposes if the student (19\* or older) or the student (under 19\*) and his/ her parents or legal guardian have:

- (1) Demonstrated intent to permanently reside in Hawai'i (see below for evidences);
- (2) Been physically present in Hawai'i for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai'i his/her legal residency; and
- (3) The student, whether adult or minor, has not been claimed as a dependent for tax purposes for at least 12 consecutive months prior to the first day of instruction by his/her parents or legal guardians who are not legal residents of Hawai'i.

To demonstrate the intent to make Hawai'i your legal residency, the following evidence apply:

- A. Filing Hawai'i resident personal income tax return.
- B. Voting/registering to vote in the State of Hawai'i.

Other evidence, such as permanent employment and ownership or continuous leasing of a dwelling in Hawai'i, may apply, but no single act is sufficient to establish residency in the State of Hawai'i.

Other legal factors in making a residency determination include:

- A. The 12 months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see evidences) is taken to make Hawai'i the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.
- B. Residency in Hawai'i and residency in another place cannot be held simultaneously.

- C. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status. A nonresident student enrolled for 6 credits or more during any term within the 12-month period is presumed to be in Hawai'i primarily to attend college. Such periods of enrollment cannot be applied toward the physical presence requirement.
- D. The residency of unmarried students who are minors follows that of the parents or legal guardian. Marriage emancipates a minor.
- E. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning, provided that Hawai'i is claimed and maintained as the person's legal residence.

#### BOARD OF REGENTS EXEMPTIONS

1. Nonresidents may be allowed to pay resident tuition if they qualify as one of the following:
  - A. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.
  - B. Members of the Hawai'i National Guard and Hawai'i Reserves.
  - C. Full-time employees of the University of Hawai'i and their spouses and legal dependents (as defined under Internal Revenue Service rules).
  - D. East-West Center student grantees pursuing baccalaureate or advanced degrees.
  - E. Native Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.
  - F. Veterans eligible to use Post 9/11 GI Bill or Montgomery GI Bill active duty educational benefits, who live in Hawai'i, and enroll at the University within three years of discharge from a period of active duty service of 90 days or more.
  - G. Individuals eligible to use transferred Post 9/11 G.I. Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai'i, and enroll at the University within three years of the transferor's discharge from a period of active duty service of 90 days or more.
  - H. Individuals eligible to use Post 9/11 GI Bill educational benefits under the Marine Gunnery Sergeant John David Fry Scholarship, who live in Hawai'i, and enroll at the University within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
  - I. Individuals described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33.
2. Citizens of an eligible Pacific island district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition.
3. At the time of publication, these included the following:
  - American Samoa
  - Niue
  - Commonwealth of the Northern Marianas
  - Republic of Belau
  - Republic of the Cook Islands

Marshall Islands  
 Federated States of Micronesia  
 Solomon Islands  
 Futuna  
 Tokelau  
 Kiribati  
 Tonga  
 Nauru  
 Tuvalu  
 New Caledonia  
 Vanuatu  
 Wallis

This list is subject to change. For a current list, please contact the Admissions Office or visit <http://www.kapiolani.hawaii.edu/admissions/>

#### MISREPRESENTATION

A student or prospective student who provides incorrect information on any form or document intended for use in determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

#### APPEAL PROCESS

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal. \*The age of majority is 18 years. However, a person between the ages of 18 and 19, unless emancipated, cannot claim residency solely on the basis of himself/herself because he/she does not have the minimum 12 months residency, which commences on his/her 18th birthday. Therefore, the applicant must claim a portion of the required 12 months on the basis of his/her parent or legal guardian.

#### **Selective Admissions Program Decision Appeal Process**

##### Who May Submit an Appeal Regarding a Selective Admission Program Decision:

A student who is in receipt of a denial letter and one or both of the following must exist:

- The application process was not followed as publicized and/or
- Selection criteria were not utilized as publicized

##### What Are The Steps:

1. The concerned student may first attempt to resolve the issue on an informal level with the department academic advisor. Should it not be resolved at the academic advisor level, the student can then ask the department chairperson to review the case by submitting a hard-copy letter to the department chairperson no later than fourteen (14) business days from the date of the denial letter.

The letter to the department chairperson must include the following:

- a. Student's explanation of what he/she submitted and did as part of the application process;
- b. Proof of advertised selection criteria and application process student followed;

- c. Student's explanation identifying what in the selection process and/or in the selection criteria were not followed correctly.
2. The Department Chairperson will contact the student within five (5) business days of receipt of written complaint in order to hear the student's concerns.
3. The Department Chair will convene an Appeal Review Committee within seven (7) business days of receipt of the student's written complaint. The committee will consist of the Program Director, Department Academic Advisor (from another department not involved with the appeal), and appropriate faculty and/or staff members. The committee will provide its decision within ten (10) business days from the date of its appointment by the department chairperson.
4. With feedback from the student complainant and the Appeal Review Committee, the Department Chairperson will render a decision in writing within five (5) business days of the committee's decision.
5. If the student wants to appeal the Department Chairperson's decision, the student may contact the Dean of Health Academic Programs within five (5) business days of the date of the letter affirming the Department Chair's decision. The student must submit a letter to the Dean confirming request to appeal the department chairperson's decision. The dean will respond to the student's appeal within five (5) business days of receiving the student's appeal. The Dean's decision is final and cannot be appealed.

If the Dean's decision is made after the start of the program or not within the timeframe to accommodate the current application period, the Dean's decision (if in favor of the student) will be applied to the next program entry.

## **Registration Information**

Students at any campus within the University of Hawai'i System may enroll in classes at other University of Hawai'i campuses for which they are eligible during the same term without submitting a new admission application. They should follow the registration instructions issued by their home institution. The home institution is the campus where they are seeking a degree. They may change home institutions among the University of Hawai'i community colleges by completing and submitting a Change of Home Institution (CHI) form to the Kekaulike Center in 'Ilima 102 by the deadline stated on the form for the change to take effect in the desired semester.

Students or community members who are in a non-degree seeking program or pathway may enroll in noncredit courses by contacting KISC-Noncredit Registration located in Manono 113 or by calling 734-9211.

## **The Registration Process**

### **Registration Schedules and Course Information**

Important dates are listed in the academic calendar in the Schedule of Classes (Class Availability). Prior to each semester, the College publishes a website listing courses, class hours, locations, and instructors. Students may register for classes through STAR at <http://www.star.hawaii.edu/> at their assigned registration appointment.

Students may also register in person at the Kekaulike Center according to the UHCC registration timetable found at <http://myuhinfo.hawaii.edu/object/uhcctimetable.html>. New students receive detailed registration instructions during new student orientation.

#### Orientation and Advising

Kapi'olani Community College has a mandatory First-Year Experience program that introduces new students to the College through orientation sessions offered prior to the beginning of the semester. Family members and students who are returning to Kapi'olani Community College or transferring from another college are also invited. The sessions provide information about registration procedures and course selection. Contact the first-year experience coordinator at (808) 734-9245 or e-mail [kapstart@hawaii.edu](mailto:kapstart@hawaii.edu) for additional information.

#### Official Transcripts from Non-UH Institutions

Official transcripts from Non-UH Institutions are required for students classified as a degree-seeking transfer student. Transfer students will not be permitted to register for courses until their official transcripts are received and evaluated by the Kekaulike Information and Service Center. Transcripts are considered official only if they are sent directly from your previous institution(s) to the Kekaulike Information and Service Center. Hand-carried or faxed transcripts are not considered official. Official transcripts are not needed for coursework completed within the University of Hawai'i System, which includes, UH Manoa, UH Hilo, UH West-O'ahu, Hawai'i Community College, Honolulu Community College, Leeward Community College, Kapi'olani Community College, Kauai Community College, UH Maui College, and Windward Community College. Contact the Transfer Year Experience Program Coordinator at (808) 734-9676 or email [kaptye@hawaii.edu](mailto:kaptye@hawaii.edu) for additional information.

#### English and Math Placement Test

Appropriate placement is required for all English and math courses as well as many other courses. Students who have not completed previous college courses in English or math should take the placement test. Testing is available on a walk-in basis during most of the year. Results are provided upon completion of the test. For information on testing dates and times, go to the testing center at the Lama Library, or call 808-734-9144, or visit <http://www.kapiolani.hawaii.edu/admissions/placement-testing-information/>. Disabled students can arrange to take the test through the Special Student Services Office at (808) 734-9552. Please call at least one week prior to the testing date.

#### Language Placement Testing

Placement testing is required for all students who wish to enroll in a foreign or Hawaiian language course beyond the 101 level but who have not completed the college-level prerequisite course. It is also required for students with previous knowledge or experience in a language they plan to study.

#### Credit Load Limits

Eighteen semester hours is the maximum for which students may enroll during the spring or fall registration period. Students wishing to enroll for more than 18 credits must obtain permission from an academic advisor.

#### International Student Registration

International students with an F-1 visa are required to carry at least 12 credit hours each semester. They must complete their program of study in accordance with the period specified on the I-20 form. They should contact the international student advisor at (808) 734-9312 prior to enrollment at Kapi'olani Community College.

### Registration, Adds, Drops and Changes

Students may register online for classes through STAR at [www.star.hawaii.edu](http://www.star.hawaii.edu) starting at their assigned registration time. They may also register in person at the Kekaulike Information and Service Center. Any changes to their schedule after the initial registration session may be made online or in person. Beginning on the first day of classes for each term, a \$5.00 fee will be charged for each registration change made in person, but there is no charge for online transactions.

Semester-long (16-week) classes may be dropped online through the end of the tenth week of instruction. However, official withdrawals during the first three weeks of the semester will not be noted on students' academic records. The change of registration period for modular (less than 16 weeks) classes varies.

The academic calendar, including deadlines, is available at <http://www.kapiolani.hawaii.edu/admissions/academic-calendar/>.

Instructor consent is not required, and the student—not the instructor—is responsible for processing the withdrawal change. Late withdrawals, however, require approval of the instructor and the chair of the department that offers the course. Withdrawals after the deadline are permitted only for unusual or extenuating circumstances beyond the student's control. Withdrawal deadlines can be found on the academic calendar web page at <https://www.sis.hawaii.edu/uhdad/avail.classes?i=KAP>. Click on the course CRN (Course Record Number).

Students will receive a grade of "F" if they do not officially withdraw from a class that they have stopped attending.

### Late Registration Fee

Students who register on or after the first day of instruction in fall or spring will be charged a late registration fee of \$30. Students who register on or after the first day of instruction in summer will be charged a late registration fee of \$10. This fee is applicable even when registering for special term classes beginning later in the semester.

### Partial Withdrawal (not all classes) After the Official Deadline

Official course withdrawals after the drop deadline are permitted only for unusual or extenuating circumstances beyond the student's control. Official course withdrawals after the drop deadline must be done in person at the Kekaulike Information and Service Center (KISC) and require the approval of both the course instructor and the chair of the department that offers the course. If officially withdrawing from a class after the drop deadline, students should obtain the Class Add/Drop form (also called the Change in Registration form) from KISC, obtain the instructor's and department chair's signature, and return the completed form to KISC for processing.

### Complete Withdrawal (all classes) from College

Students are permitted to withdraw online from the last class at their home institution. Students withdrawing from all semester-long classes during the first three weeks of instruction for the semester will not have their classes noted on their academic transcript. Students withdrawing from semester-long classes between the fourth and tenth week of instruction and thereafter will have a "W" for each course noted on their academic transcript. After the tenth week, withdrawals are permitted only for unusual or extenuating circumstances beyond the student's control. Complete withdrawal from all classes after the tenth week requires the approval of the Vice Chancellor for Student Affairs and is approved based on extenuating circumstances that can be documented by

the student. Withdrawal deadlines vary for modular classes, and can be found on the academic calendar web page at <https://www.sis.hawaii.edu/uhdad/avail.classes?i=KAP>. Click on the course CRN (Course Record Number).

Students who withdraw from college on or after the first day of instruction are eligible to enroll the following semester as continuing students. Those who withdraw from all classes before the first day of instruction must submit a new application for admission by the application deadline if they wish to return to Kapi'olani Community College in the future.

#### Unofficial Course Withdrawal

Students will receive a grade of “F” if they do not officially withdraw from a course that they have stopped attending. All withdrawals must be completed according to the instructions as outlined in the catalog (also available online and on the back of the Change in Registration form) and by the stipulated deadline.

### **Tuition and Registration Fees**

Kapi'olani Community College provides a number of financial assistance programs. Please refer to the Financial Information section for details.

#### 2019-2020 Tuition and Fee Schedule

Resident: \$131.0 per credit hour

Non-Resident: \$345.00 per credit hour

Pacific Islander (Institutional Exemption): \$196.50 per credit hour

All tuition and fees in the University of Hawai'i System are subject to change in accordance with requirements of Hawai'i State law and/or action by the University of Hawai'i Board of Regents or by the University Administration.

**Tuition Payments:** For registration to be official, all tuition and fees must be paid in full by stated deadlines. University of Hawai'i policy forbids deferred payment of tuition. Tuition and fees are subject to change.

**Change of Registration fee:** For substituting, adding, and/or deleting courses/credits in-person, a fee of \$5.00 will be charged per transaction. This fee does not apply when students withdraw from all courses (complete withdrawal from college) or make changes online.

#### Diploma/Certificate Fee

A \$15.00 nonrefundable fee is payable when submitting an application for an Associate in Arts, an Associate in Science, or a Certificate of Achievement. Students may apply for degrees and certificates throughout the year for recording on their transcripts and for printing on their degrees and certificates. This fee is non-refundable and non-transferrable.

#### Hawaiian Language Diploma Fee

Students may order an Associate in Arts, an Associate in Science, an Associate in Applied Science diploma or a Certificate of Achievement printed in English or Hawaiian. The cost is \$15.00 per printed diploma, and this fee is non-refundable and non-transferrable.

Late Registration fee: A \$30.00 fee for late registration is charged when students register during the late registration period or after in the fall and/or spring semester.

Nonresident Application fee: An application fee of \$25.00 is charged to nonresidents.

Publication fee: A publication fee of \$10.00 per student is charged each semester.

Cap and Gown fee: Caps and gowns may be purchased at the bookstore beginning in April.

Student Activity Fees: (for all students, resident and non-resident)

1 – 9 credit hours \$2.00/credit hr.

10 or more credit hours \$20.00

Full-time students pay a Student Activity fee of \$20.00 per semester. Part-time students pay \$2.00 per credit up to \$20.00 for the Student Activity fee.

Transcript fees: There is a \$5.00 charge per copy for all transcripts, including student copies, copies sent to University of Hawai'i schools for other than transfer purposes, and copies sent to other schools or agencies. Since all campuses in the University of Hawai'i system share the same records database, transcripts are not required when transferring between campuses. The exceptions to this rule are the Law, Medical, and Nursing schools of the University of Hawai'i at Mānoa. Requests are processed in 5-7 business days. The charge for rush requests is \$15.00 per transcript (processed within one business day).

UPASS Transportation fee: A UPASS fee of \$40 per student is charged each semester.

Dishonored Checks fee: A \$25.00 service charge plus an additional service charges per month will be assessed for each check made out to Kapi'olani Community College or any department of the College that is returned for any cause.

Special Professional Program fees for Nursing (per semester, unless otherwise noted):

Associate in Science in Nursing \$500.00

Practical Nursing \$300.00

Nurse Aide (per class) \$ 25.00

Special Professional Program fees for Health Sciences and EMS: (per semester)

Dental Assisting \$350.00

Emergency Medical Technician \$130.00

Medical Assisting \$200.00

Medical Lab Technician \$275.00

Mobile Intensive Care Technician \$50.00

Occupational Therapy Assistant \$250.00

Physical Therapy Assistant \$300.00

Radiologic Technology \$400.00

Respiratory Care \$250.00

## **Financial Obligations to The University**

Students who have outstanding financial obligations (tuition and fees, traffic violations, parking tickets, unreturned library books, library fines, other fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas, and registration in accordance with the “Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawai‘i.”

### **Refund Policy**

The date of the withdrawal request in relationship to the start and end dates of the class is used to calculate tuition refunds. The dates for classes are on the Academic Calendar webpage at <http://www.kapiolani.hawaii.edu/admissions/academic-calendar/>. Full refunds will be made if a class is canceled. Student activity, publication and professional program fees are refunded 100% only for complete withdrawal from the University of Hawai‘i system within the first week of instruction. Refunds of less than a dollar will not be made.

### **Penalty Charges**

Penalty Charges: Penalty charges such as late registration and course change fees will not be assessed if it is determined that students are not responsible for the action causing the charge to be levied. Inquiries on exceptions can be made at the Kekaulike Information and Service Center (KISC).

## **Student Classification**

Registered students are classified in the following manner:

### *By Program Enrollment:*

Classified: Students enrolled in a designated curriculum leading to a degree or certificate.

Unclassified: Students not enrolled in a designated curriculum leading to a degree or certificate.

### *By Number of Credits:*

Full-time: Students enrolled for 12 or more semester hours (or equivalent courses).

Part-time: Students enrolled for 11 or fewer semester hours (or equivalent courses). Audited classes and credit by exam will not be counted in the determination of enrollment status.

### *By Grade Levels:*

Students who have completed 1-29 semester hours are considered at the freshman level. Students who have completed 30 or more semester hours are considered sophomores.

### *By Registration Status:*

First Time: Students attending a postsecondary institution (beyond high school) for the first time.

Continuing or Returning Kapi‘olani Community College Student: Students registered for credit at the College during the previous semester (excluding summer sessions) or returning to Kapi‘olani Community College after an absence of one or more semesters.

Continuing student from another University of Hawai‘i system campus: Students registered for credit at another

University of Hawai'i system during the previous semester (excluding summer session).

Transfer student from a non- University of Hawai'i system campus: Students last enrolled in another post-secondary academic institution outside the University of Hawai'i system.

Continuing Education: Kapi'olani Community College students taking a continuing education course.

## **Records**

Changes to Personal Data: Requests for changes or corrections to personal data such as name, residence, or mailing address should be submitted to the Kekaulike Information and Service Center (KISC). Name changes require submission of official documents verifying the change. Current mailing address is required; address changes may be submitted online and in-person.

Academic Transcripts: All academic records are maintained permanently by the College. A student must file a written request for official transcripts (see Transcript fees). Contact the Kekaulike Information and Service Center (KISC), 'Ilima 102, phone (808) 734-9555, fax (808) 734-9896 or email kaprec@hawaii.edu.

Grade Reports: At the end of each semester and summer session, grades are available via STAR, <http://www.star.hawaii.edu>. The College does not mail grade reports to students.

Record Retention: All documents, including health clearance records, submitted to Kapi'olani Community College by an applicant/student become the property of Kapi'olani Community College. These documents will not be released back to the applicant/student. Records will be retained for the entire academic year if the applicant does not enroll in the College. If the applicant enrolls, such documents will be retained for 3 years after the student ceases enrollment.

## **Graduation Requirements and Notification**

Students must meet the set of requirements for graduation listed in the catalog either at the time of entry into the degree program or in any subsequent catalog if enrollment is not interrupted. Requirements from different catalogs may not be used interchangeably. These requirements are listed elsewhere in this section and in the curricula section of this catalog.

Residency for Graduation: UHCCP #5.208 Residency for Graduation Policy states that to graduate with a degree from a University of Hawai'i Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major from that college.

A cumulative 2.0 grade point average is required for graduation with the associate's degree. Students completing certificate program requirements must successfully complete credits in specified fields and maintain a cumulative grade point average of 2.0. At least 20% of the required courses/credits for the certificate must be earned at the College. Under certain circumstances, this requirement may be waived upon a request by submitting a Graduation Exception Request Form initiated by your academic advisor and approved by the Dean and Vice Chancellor for Academic Affairs.

Because the College offers multiple concentrations within the Associate in Arts degree in Liberal Arts, a student may earn more than one Associate in Arts degree in Liberal Arts (AA-LBRT) for which all requirements have been met. All concentrations in which degree requirements have been met will be noted on both the student's transcript and on the diplomas.

### **Graduation Certification**

Students should consult with their counselor/academic advisor at least one semester prior to registering for their projected final semester of study as well as before applying for graduation. For specific graduation requirements, see the Degree and Certificate Programs listed in the catalog. The graduation diploma fee of \$15 is payable upon submission of the Application for Graduation.

### **Applying for Graduation**

A \$15.00 non-refundable fee is charged per ordered copy of diploma/certificate for all AA, AS, ASC, APC, as well as CA, CO and will post on the student's account within 5 business days of submission of the Application for Graduation. If the option of receiving a printed copy of the CO, ASC, and APC is not selected on the Application for Graduation, there is no charge. If there is a financial obligation at the time the application is received, it will not be processed until the obligation is cleared and the graduation office is notified by the student. This fee is only valid for the semester specified on the application.

If the Application for Graduation is submitted after the diploma order deadlines noted above, the diploma will not arrive until the end of the following semester.

The final deadline to submit an Application for Graduation is the last day of instruction of the semester - check the academic calendar for additional information. Students will be notified approximately 8-10 weeks after the end of the semester about their graduation status. Please note diplomas will not be released if there is a financial obligation on the student's account. If denied, a student must re-submit the application for graduation for the semester he/she will be completing all requirements and will be charged the diploma order fee. Cancellation of the Application for Graduation must be received in writing to the Graduation Office at [kapgrad@hawaii.edu](mailto:kapgrad@hawaii.edu) by the last day of instruction for the petitioning term.

### **Reverse Transfer and Automatic Notation of Credentials**

Students who have successfully completed all program requirements for a degree meeting Reverse Transfer criteria for the Associate in Arts in Liberal Arts or the Associate in Science in Natural Science degree(s) will be made aware of the earning of the degree and be given the opportunity to "opt-out." If opting out, a request must be received in writing to the Graduation Office at [kapgrad@hawaii.edu](mailto:kapgrad@hawaii.edu) by the last day of instruction for the eligible term. If a request to opt-out is not received by the deadline, the academic degree will be noted on the student's academic record. The notation will be at no cost to the student.

Per UHCCP #5.205, students who have successfully completed or are in progress to complete the program requirements for a certificate or degree will be made aware of their status and be given the opportunity to "opt-out." Within forty-five (45) days after the end of the semester when it has been verified that the student has successfully completed the requirements of the credential, the credential will be noted on the student's academic record (unless the student has opted-out in writing). The notation will be at no cost to the student.

If the student chooses to receive a copy of their diploma, one may be ordered by submitting the online [Request for Duplicate Copy of Diploma or Certificate](#). Please see the Application for Graduation section for deadlines and fees.

Students notified of their eligibility to graduate will also be given the opportunity to participate in the commencement ceremony.

Additional information on Graduation procedures and the Commencement ceremony may be found on the College's website at <https://www.kapiolani.hawaii.edu/campus-life/graduation/>

## **Financial Information**

### Financial Aid Programs

The financial aid program at Kapi'olani Community College helps students who can benefit from higher education but who may have difficulty attending college without financial help. The program supplements the efforts of students and their parents/spouse. The majority of aid awarded by the College is federal and based on demonstrated financial need. Classified students may qualify for financial assistance for courses applicable toward an eligible degree or certificate program at Kapi'olani Community College. Students applying for assistance must maintain satisfactory academic progress before any aid will be awarded. (The policy is available at the Kekaulike Center or at <http://www.kapiolani.hawaii.edu/admissions/financial-aid/>.) All funds are distributed in accordance with federal, state, and institutional policies.

Students who wish to be considered for financial assistance must submit the Free Application for Federal Student Aid (FAFSA). The campus may require that additional forms be completed in order for aid to be awarded. For further information, contact the Kekaulike Center or visit <http://www.kapiolani.hawaii.edu/admissions/financial-aid/>.

Awards are based on the number of credits enrolled. Students who change their enrollment status after being awarded may be required to repay all or part of the financial aid. Awards will be recalculated based on federal guidelines to determine if an over-award re-payment is necessary. Over-award re-payments are made in accordance with federal guidelines.

Per federal regulations, refunds must first be returned to repay any student financial aid received. Remaining funds will be returned to the federal, state, institution, and student—in that order. The Financial Aid Refund Policy is available at Kekaulike Center - Financial Aid Section.

### Definition of an Academic Year for Financial Aid Purposes

The definition of a financial aid academic year at Kapi'olani Community College is one in which a student completes a minimum of 30 weeks of instruction and 24 semester credit hours. The following apply to all federal financial aid programs for students:

Academic Year 1: credits 1-24

Academic Year 2: credits 25 and above

Grade level progression used for Federal student loan programs are defined as follows:

Freshman: 0 – 29 semester credit hours earned (100 level or higher)

Sophomore: 30 or more semester credit hours earned (100 level or higher)

### Eligibility Requirements for Financial Aid

Eligibility requirements are determined by federal rules and include the following:

- Applicant must have a social security number (unless from Republic of the Marshall Islands, Federated States of Micronesia, or Republic of Palau)
- be a U.S. citizen or an eligible non-citizen (permanent resident)
- be enrolled in a degree/certificate granting program approved for federal funding
- not be in default on a loan or owe a refund on a federal grant
- have demonstrated financial need
- have obtained a high school diploma, GED, approved home school.
- be registered with Selective Service, if required
- not have been convicted on certain drug violations

### Financial Aid Satisfactory Academic Progress

In accordance with the federal regulations, financial aid recipients must maintain satisfactory academic progress toward the achievement of a degree or certificate. Financial aid standards for satisfactory academic progress are not the same as the university standards. The student's academic progress will be evaluated at the time of awarding (or at the end of Spring/Summer for awards done prior to the end of the previous academic year).

### ELIGIBILITY REQUIREMENTS

1. Students must be enrolled in a classified degree or certificate program of study (approved for Title IV funding by the U.S. Department of Education) at Kapi'olani Community College.
2. Students must maintain a cumulative grade point ratio (GPR) of at least 2.0.
3. Students must successfully earn 67% of all credits attempted. The following grades will be considered as credits attempted but not earned: W, F, NC, NP, and I. An "I" will be calculated as no credit until it reverts to a letter grade and is posted to the student's academic record. Repeated courses and accepted transfer credits count toward Attempted Credit Hours.

### ELIGIBILITY LIMITATIONS

1. Students will be allowed to attempt 150% of the number of credit hours normally required to complete the degree or certificate program the student is seeking.
2. Students who change majors, have a previous degree or certificate will be assessed based on the number of remaining credits needed towards their current degree (only one change of major allowed). Students who are seeking an AA-Liberal Arts and have earned an AA/BA/BS are not eligible for financial aid.
3. ALL previously attempted credits (including summer) will be considered in determining satisfactory academic progress AND included toward Attempted Credit Hours, WHETHER OR NOT a student has previously received any financial aid.
4. Transfer credits which are accepted by KapCC will be counted towards maximum time frame (refer to #1 above) and 'attempted credits.'
5. Courses with grading option 'Audit' are ineligible for financial aid.

6. Repeated coursework will be considered only if previously not passed (no credit earned). If passed will only be considered for one repeat.

Students who COMPLETELY WITHDRAW during a semester will be assessed completion rate requirements based on their ORIGINAL ENROLLMENT.

#### FINANCIAL AID PROBATION DUE TO PROFESSIONAL JUDGMENT

Students who do not meet the minimum standards for academic progress but have an approved (by a Financial Aid Specialist) appeal due to mitigating circumstances (i.e. serious illness/injury; death in the immediate family) may be placed on Financial Aid Probation Due to Professional Judgment. Students will be advised of the terms and conditions necessary for continued eligibility.

Students on financial aid probation due to professional judgment will be notified of their status and conditions via myUH Portal. While on financial aid probation, students are still eligible to receive financial aid but continued eligibility is dependent upon successful completion of their probationary requirements.

#### FINANCIAL AID SUSPENSION

Students will not be eligible to receive financial aid for any of the following reasons:

1. Fails to complete the completion rate requirements or GPR.
2. Fails to complete the requirements (GPR and credit completion) for courses taken during the probationary semester.
3. Attempted credits are more than the maximum 150% of the degree/certificate currently seeking.

Students will be notified of their financial aid suspension via myUH Portal.

#### REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

To be reinstated for financial aid eligibility, a student may attend courses during subsequent terms, at the student's expense, to make up credits and/or improve her/his GPR. Upon successful completion of once again meeting the College SAP Policy standard requirements, the student may submit a request for reinstatement through the Kekaulike Information and Service Center.

#### APPEAL OF FINANCIAL AID SUSPENSION

Financial Aid Suspension may be appealed due to mitigating circumstances, such as serious illness/injury or the death of an immediate family member. Steps for the appeal process are as follows:

- 1) Complete the Satisfactory Academic Progress Appeal Form. Appeals should explain in detail:
  - (a) The specific reasons which contributed to the students' lack of progress and
  - (b) The steps being taken to ensure academic progress, if reinstated and
  - (c) Meet with an Academic Advisor to review the student's written appeal explaining in detail the specific reasons which contributed to the student's lack of progress and the measures being taken to ensure academic progress if the student is reinstated.
  - (d) Include an academic plan approved by an academic advisor to show how the student will meet the

minimum requirements of financial aid academic progress within the maximum time frame of eligibility. Students who do not follow the academic plan and do not have an approved revised academic plan will no longer be eligible for aid until they meet the requirements of reinstatement.

- 2) Make an appointment with a Financial Aid Specialist to discuss SAP policy, the appeal process, and to submit the form.
- 3) The student will be notified via email of the decision, which can be viewed on MyUH portal.

Thereafter, any appeals or comments must be made in writing to the Financial Aid Advisory Board. The decision of the Financial Aid Advisory Board is final.

#### **COMPLETE WITHDRAWAL FROM CLASSES (official or unofficial)**

In the event that a student who has been awarded Federal Title IV financial assistance completely withdraws (or stops attending all classes) from Kapi'olani Community College, a Return of Title IV Funds calculation will be completed. The Financial Aid Office will adhere to all Institutional and Federal Withdrawal and Refund Policies and Federal requirements.

The official complete withdrawal date will be calculated based on the last date of attendance in classes as indicated by the instructor(s) or the date the action was completed (if no date is given).

Any student who does not complete the academic term for which Federal financial aid has been awarded (e.g.: receives all "F" grades or earns no credits for the semester) will be determined to have unofficially withdrawn from the University. Instructors are instructed to include a last date of attendance in their grade reporting. If it is deemed that a student has unofficially withdrawn, the Financial Aid Office will use the latest date the instructor gave to determine the Return of Title IV Funds calculation. If no date is given, the Financial Aid Office will use the mid-point of the semester to determine the Return of Title IV Funds calculation.

The Federal Return of Title IV Funds formula requires a student and the institution to return Federal funds if the student completely withdraws or stops attending classes on or before completing 60% of the semester. The percentage of Federal aid to be returned (unearned aid) is equal to the number of calendar days remaining in the semester divided by the total number of calendar days in the semester. The University will hold you (the student) responsible for the entire amount of unearned aid, including the amount the school (institution) was required to return.

Students considering withdrawal from classes should consult the Financial Aid Office prior to initiating the withdrawal process. Withdrawal can have a significant impact on institutional charges, a current financial aid award, as well as future financial aid eligibility (see the Satisfactory Academic Progress Policy). Complete financial aid regulations concerning withdrawals and the Return of Title IV Funds Policy may be obtained from the Financial Aid Office.

#### **SCHOLARSHIPS/GRANTS**

The following grants and scholarships may be available to students who meet the criteria:

1. Federal Pell Grants are assistance grants that require no repayment. Applicants must not have received

a bachelor's or professional degree. Effective July 1, 2012, Federal Pell Grant has a lifetime eligibility limit of 600% or six full-time years of Pell Grant receipt. You may monitor your Federal Pell Grant usage/receipt at [www.nslds.ed.gov](http://www.nslds.ed.gov).

2. Federal Supplemental Educational Opportunity Grants (SEOG) provide supplemental financial assistance to students with no repayment (priority given to Federal Pell grant recipients). Applicants must not have received a bachelor's or professional degree. Half-time enrollment (6 or more credits) is required.
3. UH Kapi'olani Opportunity Grants may be awarded to students on the basis of need. Half-time enrollment (6 or more credits) is required. Priority is given to Hawai'i residents.
4. Charles R. Hemenway Scholarships are private scholarship funds available to undergraduate Hawai'i residents with character and qualities indicative of good citizenship. A minimum of half-time enrollment (6 or more credits) is required.
5. Hawai'i Veterans Memorial Fund provides private scholarship funds for undergraduate Hawai'i residents with character and qualities indicative of good citizenship. Full-time enrollment (12 or more credits) is required.
6. UH Pacific Islander Scholarship: Tuition grant established to assist citizens of eligible Pacific Island jurisdictions that are required to pay 150% of resident tuition. The amount of grant will not exceed the cost of tuition less the cost of resident tuition. Requires the filing of a FAFSA. There are no enrollment restrictions.
7. Ruth E. Black Scholarships are private scholarship funds for Hawai'i residents who are sons and daughters of engineers, contractors, and construction workers or who are pursuing construction-related fields of study. Half-time enrollment (6 or more credits) is required.
8. UH Kapi'olani Achievement Grants: Grants may be awarded to students on the basis of merit and/or service. Half-time enrollment (6 or more credits) is required. Students should consult with the department of their major to inquire about application and/or eligibility.
9. UH Kapi'olani International Scholarships: Scholarship for full-time International students (non-immigrant status). Purpose is to support the University's recognized mission to provide education and training to those who will assume positions of leadership and service in the Pacific and Asia region and around the world. Full-time enrollment is required. Interested students should consult with the Paul S. Honda International Center.

Additional information on scholarships is available at <http://www.kapiolani.hawaii.edu/admissions/financial-aid/scholarships-at-kcc/uh-system-scholarships/>

## LOANS

The following long- and short-term loans are available to qualified students:

1. Federal Perkins Loan Program is a long-term loan program. Half-time enrollment (6 or more credits) is required. Students pay no interest while attending school, 5 percent interest during repayment period, and a nine-month grace period. There may be cancellation privileges for those entering certain career fields.
2. State Higher Education Loan (SHEL) is a long-term loan program for Hawai'i resident students. Half-time enrollment (6 credits) is required. Students pay no interest while attending school, 5 percent interest during repayment period, and a nine-month grace period.

3. Federal Direct Subsidized Stafford Loan is a need based federal student loan with interest subsidized by the federal government while student is enrolled in school at least half-time (6 credits or more). The interest rate on the Federal Direct Subsidized Stafford Loans are variable/fixed rates. Each year the interest rate will be calculated based on the 10-year US Treasury Bill + 2.05%, capped at 8.25%. Once calculated it will be fixed for the life of that loan. Maximum loan amounts are determined according to the student's grade level.

Repayment begins six (6) months after the student ceases to be enrolled half-time.

Effective for first-time borrowers on or after July 1, 2013 there is a time limit on the maximum period of time you can receive Federal Direct Subsidized Stafford loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This is called your "maximum eligibility period". If you continuously enroll and do not complete your program (or you transfer to a program of equal or less length) you can lose the interest subsidy on your Federal Direct Subsidized loan(s) for the remaining life of the loan(s).

4. Federal Direct Unsubsidized Stafford Loan. A minimum of half-time enrollment (6 credits) is required. The interest rate on the Federal Direct Subsidized Stafford Loans are variable/fixed rates. Each year the interest rate will be calculated based on the 10-year US Treasury Bill + 2.05%, capped at 8.25%. Once calculated it will be fixed for the life of that loan and begins to accrue immediately upon disbursement of loan funds. Maximum loan amounts are determined according to the student's grade level. Repayment of principle and interest begins six (6) months after the student ceases to be enrolled half-time.
5. Federal Direct Parent Loan for Undergraduate Students (PLUS Loan). A long-term federal loan by the federal government. This is a loan for parents of dependent undergraduate students. The interest rate on Federal Direct PLUS Loans is variable/fixed rates. Each year the index rate is determined as the "high yield of the 10-year Treasury note" auctioned at the final auction held prior to the June 1 preceding the July 1 of the year for which the rate will be effective, + 4.60% capped at 8.25%. Once calculated it will be fixed for the life of that loan.
6. Short-Term loans are available for emergency college-related educational expenses. Students must be enrolled for at least 5 credits at Kapi'olani Community College and not have outstanding financial obligations to any University of Hawai'i campus. Loan must be repaid within 60 days or one week before the last day of instruction, whichever is sooner. There is no service charge or interest. The maximum loan is \$100. Based on funds availability.

Additional information on loans is available at <http://www.kapiolani.hawaii.edu/admissions/financial-aid/educational-loans/>

## **EMPLOYMENT**

The following programs provide opportunities for on-campus employment to qualified students:

1. Federal Work Study Program (FWS). Provides part-time employment on campus. Half-time enrollment

(6 or more credits) is required. Provides on-campus employment during academic year and vacation periods. Student awards are based on financial need and they may earn only up to ceiling amount as established by the financial aid office

2. Student Employment. Provides on campus employment during academic year and vacation periods. Half-time enrollment (6 or more credits) is required. For additional information, contact the personnel office at 734-9573 or [www.hawaii.edu/sece/](http://www.hawaii.edu/sece/)

## **SELECTIVE SERVICE REGISTRATION AND FEDERAL STUDENT AID**

Military Selective Service Act (P.L. 97-252) requires that, beginning July 1, 1983, any student who is required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid, including Federal Direct Stafford Loan Program (Subsidized and Unsubsidized Federal Stafford Loan), Federal Perkins Loan Program, Federal Direct Parent Loan for Undergraduate Students, and Federal Work Study. This requirement affects all male students who are at least 18 years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered. The group of affected males includes citizens and noncitizens eligible to receive federal financial aid except permanent citizens of the Federated States of Micronesia, the Marshall Islands, or the permanent residents of Palau. All financial aid programs are subject to change due to legislative action. For additional information, contact the Kekaulike Center, 'Ilima 102, (808) 734-9555.

### **Veterans' Educational Benefits**

Contacts: Veteran and Military Resource Center, 4303 Diamond Head Road, 'Ilima 112, Honolulu, HI, 96816, phone (808) 734-9583, website: <http://vabenefits.kapiolani.hawaii.edu/>

U.S. Department of Veterans Affairs, P.O. Box 8888, Muskogee, OK 74401, (888) 888-442-4551, (877) 823-2378, <http://www.benefits.va.gov/gibill/>

Department of Veterans Affairs, Medical & Regional Office, Vocational Rehabilitation – Chapter 31, 459 Patterson Road, Honolulu, HI 96819-1522, phone (800) 827-1000, [www.va.gov](http://www.va.gov)

Kapi'olani Community College is an approved institution for education and training under the Veterans Education Assistance Act (G.I. Bill), the Veterans Readjustment Act, and the Dependents' Educational Assistance Program. Veterans who have questions regarding their eligibility for educational benefits and the amounts for which they may qualify should contact the U.S. Department of Veterans' Affairs at the above locations or phone numbers.

Veterans wishing to activate their educational benefits at the College should contact the Kekaulike Center for information on applying for and receiving benefits. Veterans expecting to apply for advanced pay must submit the VA forms at least two months prior to the beginning of classes for the semester in which they plan to enroll. Since benefits do not directly cover tuition (except for Chapter 31 recipients), veterans should be prepared to pay their own tuition at the time of registration.

Under VA regulations, veterans can receive benefits only for courses leading toward an approved Kapi'olani Community College degree or certificate. Veterans should review the College catalog carefully and consult with an academic advisor before registering to insure that all courses apply to their intended Kapi'olani Community College degree or certificate. Recipients of veterans' benefits who have attended other colleges are required to have all previous course work evaluated for possible transfer of credit. They should write to each college they have attended (regardless of whether the courses or programs were completed) and request that official transcripts be sent directly to Kapi'olani Community College.

Hawai'i National Guard Tuition Assistance: Resident members of the Hawai'i National Guard may be eligible for partial tuition assistance from the Department of Defense in addition to federal educational benefits. This assistance is activated through the Guard Unit.

## COLLEGE POLICIES & REGULATIONS

### Academic Regulations

**Pa'a 'ia iho i ka hoe uli i 'ole e ikā i ke ko'a.** (Pukui 281)  
(*Hold the steering paddle steady to keep from striking the rock.*)

Rules were an intricate part of ancient Hawaiian life, and their purpose was to preserve balance among the members of a community. Knowing the academic regulations will help students maintain a steady course toward the completion of their educational goals.

### Acceptance of Transfer Credits & Prior-learning Credits

Students transferring from other institutions may request an evaluation of their previous academic records for the purpose of transferring credits. Kapi'olani Community College accepts credits only from institutions fully accredited by U.S. regional accrediting associations, providing that such credits are substantially equivalent to courses at the College and have been completed with a grade of "D" or higher grade. A grade of "D-" does not qualify.

Credits earned at institutions accredited by other recognized U.S. accrediting associations may be accepted for courses applicable only to certificates and Associate in Science degrees in Career and Technical Education areas. Transfer credits are awarded based on articulation agreements as recorded in the College's articulation database. Students can check for previously articulated course equivalencies at <http://www.hawaii.edu/transferdatabase/>. Courses not listed in the database are accepted in consultation with the appropriate Kapi'olani Community College academic department. Standard international guides are used in the evaluation of institutions and credits earned outside the U.S.

Grades received for transferred credits are not computed into the Kapi'olani Community College grade point ratio (GPR).

Students requesting an evaluation of their previous credits from non-UH system campuses for transfer to Kapi'olani Community College must complete and submit:

- Official transcripts of previous work directly to Kekaulike Information and Service Center (KISC). Hand-carried or faxed transcripts and scores will not be accepted.

- Online Transcript Evaluation Request (TER) form to have your non-UH system transcripts evaluated for Kapi'olani Community College courses. The TER form is available at <https://www.kapiolani.hawaii.edu/admissions-toolbox/>
- Processing time may take 8-10 weeks from the date the Kekaulike Center receives BOTH the official transcript(s) and TER form. Therefore, new transfer students should submit documents at least 12 weeks prior to the start of the term they apply for.

Credits earned at UH System campuses will be automatically transferred for KapCC students.

- Newly-admitted or returning students will have UH system courses automatically transferred 2-3 weeks after acceptance email has been sent. If for some reason transfer credits are not shown in STAR within 3-4 weeks after receiving acceptance email, contact the Transcript Evaluation section at (808) 734-9448 or by email at [kapteval@hawaii.edu](mailto:kapteval@hawaii.edu)
- Current Kapi'olani CC students will have their UH system courses automatically transferred 5-6 weeks after the end of the semester. If for some reason transfer credits are not shown in STAR within 5-6 weeks after the semester ends, contact the Transcript Evaluation section at (808) 734-9448 or by email at [kapteval@hawaii.edu](mailto:kapteval@hawaii.edu)
- Please be aware that all grades submitted or changed after grades are due or a change in home institution will result in courses not being automatically transferred. In these cases, please contact the Transcript Evaluation section at (808) 734-9448 or by email at [kapteval@hawaii.edu](mailto:kapteval@hawaii.edu)

### The College Credit Equivalency Program

Kapi'olani Community College recognizes that learning experiences outside the traditional college setting can provide college-level competency. The College Credit Equivalency Program provides a means to assess these experiences through examinations, portfolios, and records of non-college courses and training.

Articulation with High Schools: The Credit by Articulation Program provides an opportunity for Hawai'i Department of Education high school students enrolling at Hawai'i's community colleges to receive college credit for certain articulated high school courses in business education. These credits may be used only toward certificates and associate in science degrees in Kapi'olani Community College's business education programs. Credit by articulation will be granted to students who have completed the high school courses with an "A" grade within five years of the request for credit. Students should have an official high school transcript sent to the Kekaulike Center and complete a Request for Transcript Evaluation form.

Prior Learning Assessment (PLA): Prior Learning Assessment (PLA) Program is defined in UHCC Policy 5.302. PLA is the process through which students can earn college credit by identifying and documenting college-level learning that has been acquired through life experiences such as military and/or work experience, training, professional certification, independent study, volunteer activities, and hobbies (e.g., astronomy, history, travel, cultural and/or fine arts).

The four most common options for granting credits include:

A. **Equivalency Examination** - Standardized national exams may be equated to equivalent courses. The equivalency examination must be approved by appropriate faculty and/or Department Chairperson. Examples of such examinations include the following:

1. AP – Advanced Placement Examination

2. CLEP – College-Level Examination Program
3. DSST – DANTES Subject Standardized Tests
4. IB – International Baccalaureate

Criteria for awarding credits via Equivalency Examination are available at the Kekaulike Center. To apply, students should have an official transcript of examination results sent to that office and complete a Request for Transcript Evaluation form.

**B. Non-Collegiate-Sponsored Education Credit** - This evaluates learning from courses completed in non-collegiate settings (e.g., professional licenses, labor union courses, agency training programs, professional workshops, and military courses) whose course content is equivalent to offerings from a college. The non-collegiate-sponsored education credit must be approved by appropriate faculty and/or Department Chairperson. Examples of such education credit include the following:

1. Military (e.g., Joint Services Transcript)
2. American Council on Education (ACE) College Credit Recommendation Service
3. Professional Licenses or Industry Certifications (nationally- or state-certified professionals)

**C. Credit by Institutional Examination (CBIE)** - Students who feel competent that their background/learning experiences have adequately prepared them in certain subject areas may challenge instructor-prepared examinations. The credit by examination must be approved by appropriate faculty and/or Department Chairperson.

**In a Course Challenge/CBIE the student must demonstrate competency in a specific course meeting Student Learning Outcomes (SLOs) by completing (without instruction or tutorial assistance) a comprehensive written test, performance test, special project and/or interview in the subject matter. Note: Course Challenge option is not available for all courses.**

A course may be challenged only once. Students approved for this option must register for the examination section of the course at the Kekaulike Center. Registration must be completed by the end of the sixth week of the semester or the first two weeks for modular or summer classes. Credits taken or earned through credit by examination are not counted in determining full- or part-time status and may not be used to meet the 12-credit residency requirement of the chosen major, unless the requirement is waived by the dean. Additional information and applications may be obtained from the chair of the instructional department offering the challenged course.

**D. Portfolio-based Assessment** - Prior learning must be documented with evidence of the concepts learned and the achievement level attained. The documenter must also provide a background of his/her credentials and why he/she has the expertise to be a documenter in the field. The prior learning must be verified by content experts, i.e., supervisor, co-workers, personnel staff. Credit for such prior learning must be approved by appropriate faculty and/or Department Chairperson.

For all forms of Prior Learning Assessment (PLA): Applicants must be enrolled classified students; must present evidence that they have a mastery of the content of the courses (but have not received college credit); must apply, with department approval, to the dean's office by the specified deadline; and must pay the current

fee. Applications are available at the Kekaulike Center. Additional information about the program may be obtained from the coordinator at (808) 734-9511.

## POLICIES GOVERNING THE COLLEGE CREDIT EQUIVALENCY PROGRAM

1. The various forms of credit equivalency are available only to classified students currently registered at the College.
2. Letter grades will not be granted for credits awarded through this program. Instead, “CR” will be used and will not be calculated into the GPR.
3. Credits awarded through this program will be identified as such on the student’s academic record. They may not be accepted by other institutions.
4. These credits may not be used to meet the 12-credit residency requirement for degrees and certificates unless the requirement is waived by a departmental Dean.
5. Credit may be granted for both electives or courses required for a major. Individual departments determine which courses or credits are appropriate for these programs and how many credits will be accepted through these procedures.
6. Credits that will be granted only toward a student’s declared major may require reevaluation if the major is changed.
7. Evaluation of alternative learning experiences older than ten years, or any period of time designated by a department, may include review for currency.
8. Evaluation resources such as the American Council on Education (ACE) guides will be consulted, but the College reserves the right to reject recommendations from such sources.
9. The number and type of credits awarded will be governed by the extent to which the knowledge and skills documented in the evaluation process are comparable to the competencies described in existing Kapi‘olani Community College courses and outlined in college-wide and/or associate degree-level statements.

### Change of Major

Students wishing to change their major to a program other than select admissions programs may do so by submitting a Change of Major form available on our website at <https://www.kapiolani.hawaii.edu/admissions-toolbox/>. Applicants must meet all requirements for graduating in the new major as stated in the current catalog.

### Course Policies

**Credits:** A credit (also called a semester hour or credit hour) is awarded for work accomplished during one hour per week of lectured instruction during a sixteen-week semester. For a combination lecture/lab class, a credit represents two hours of instruction per week. Credits vary for laboratory or clinical fieldwork required in addition to regular classroom instruction. These may consist of three hours in laboratory, three or four hours in clinical, or one credit in fieldwork. The normal division of time for classroom instruction and preparation is two hours of preparatory work for one hour in the classroom. Thus, for a three-credit course, the class usually meets three hours a week, and students are expected to spend six hours in preparing assignments.

**Credit Time Limits:** There is no expiration date for courses that fulfill a student’s associate in arts degree

requirements or that fulfill a student's general education requirements for any associate in science degree or certificate program. However, the department in which the student is pursuing an associate degree or certificate may decide that certain required courses that were taken in the past must be retaken. The respective department chair will make the final decision.

**Grade Point Ratio:** Grade point ratio (GPR) is a system used to evaluate the overall scholastic performance of college students. The GPR of a student is computed by dividing the total number of his/her grade points by the total number of course credits for which the student received the grades of A, B, C, D, or F.

The grade points a student earns for a course are computed by multiplying the number of credits that the course is worth by the grade points assigned to the grade that the student receives for the course (i.e., 4 for A, 3 for B, 2 for C, 1 for D, and 0 for F). Courses for which the grades of CR, NC, CE, W, I, and L have been recorded are not included in the computation of the GPR.

**Repeating a Course:** If a course is repeated, the first and all subsequent grades will remain on the student's academic record. Repeated course grades will appear on the student's academic transcript but will have an "E" notation next to them to indicate that these grades are excluded from the student's GPR. The grade that counts in the calculation of the GPR is identified by an "I" notation, for "included."

For repeated courses taken at Kapi'olani Community College in Fall 2013 and beyond, only the highest grade awarded will be used to determine the Grade Point Ratio. Only the course grades of A, B, C, D, or F shall be used for this purpose.

**Example:** A student takes PSY 100 in Fall 2017 and earns a "C" then retakes it in Spring 2018 and gets an "F". The "C" grade would count in the student's GPR (included "I") and the "F" grade would not count (excluded "E"). And if this same student should retake it for a third time in Fall 2018 and gets a "B", the "B" grade would count in the GPR (included "I") and the "C" and "F" grades would both not be counted (excluded "E").

Courses that may be repeated for credit, such as MUS 114 College Chorus, are not included in this policy.

Repeated courses taken at another UH Campus will not be counted towards the repeat policy of your Kapi'olani Community College course.

**Repeating Writing Intensive (WI) and/or Hawaiian Asian Pacific (HAP) Courses:** Students who receive a grade of "C" or higher in a course previously not designated as WI are not allowed to repeat the course to satisfy the WI requirement for an AA degree.

Transfer credit is generally not awarded for courses that duplicate material for which academic credit has already been given. Credit will not be awarded for a repeated course in which a passing grade was previously earned.

Students who intend to transfer are reminded that many colleges and universities do not permit the substitution of the most recent grades when computing grade point ratios and will compute the grade point ratio according to their own standards.

**Graduation Waivers and Substitutions:** Any exceptions to the graduation requirements for a degree or

certificate, including course waivers or substitutions, require the approval of a dean. Students may initiate a petition for a Graduation Exception Request through an academic advisor.

**Courses Taken Out of Sequence (Backtracking):** Credit is not awarded for lower-level courses if they are taken subsequent to or concurrently with a higher level course for which there are explicit or implicit prerequisites. Backtracking courses are reported by the student's academic advisor.

**Hawaiian or Second Language Back Credits:** Students placed above the 101 (or the corresponding 3-credit course emphasizing oral proficiency) level in Hawaiian, American Sign Language or foreign languages offered at Kapi'olani Community College can receive, at no additional cost, credits for the courses from which they are exempted upon completing the next course in the sequence with a grade of C or higher. Those placed above the 202 level, including native speakers of the languages, can receive credit for the full course sequence provided they complete, with a "C" or higher, any course in any field (e.g., history, literature, culture, language, Hawaiian studies, anthropology, education, or musicology) in which they make significant use of the language. The judgment as to "significant use" is normally made by the instructor of the course the student has taken.

#### Implementation Guidelines:

1. **Eligibility:** The Kapi'olani Community College back credit policy went into effect in fall 2001. Any classified student at Kapi'olani Community College may apply for back credits in language. The back credits will count toward Kapi'olani Community College degrees and certificates.

Note: University of Hawai'i at Mānoa allows back credits only to those students who entered the University of Hawai'i System in fall 2001 or later, or who have chosen to graduate under the University of Hawai'i at Mānoa general education requirements adopted in fall 2001. Other colleges or universities in the University of Hawai'i System and elsewhere may have different policies regarding back credits or policies that may prevent the transfer of Kapi'olani Community College back credits.

2. **Placement Examination:** See "Language Placement Testing" in this catalog for details.
3. **Bilinguals:** Bilinguals and native speakers are eligible for back credits, providing they complete an appropriate post-202 language course with a "C" or higher. They should contact the department chair for a list of courses above 202 that may be available in language taught at Kapi'olani Community College (808-734-9283).
4. **Study Abroad:** Students may apply for back credits after taking appropriate study abroad courses above 101 offered by Kapi'olani Community College or by the University of Hawai'i system.
5. **Back Credits/Grades:** Back credits are awarded with no grade designation.
6. **Transfer Credits:** Students may not apply for back credits based on courses above 101 taken outside the University of Hawai'i system or in high school, including those courses for which AP credits have been granted by Kapi'olani Community College. (See "The College Credit Equivalency Program" for information on AP credits.)

7. Languages Not Taught at Kapi'olani Community College: Students awarded waivers from the foreign language requirement based on proficiency in languages not taught at Kapi'olani Community College are not eligible for back credits.
8. ESOL Students: Those interested only in a waiver from the language requirement must receive confirmation, from the Languages, Linguistics and Literature department, that their proficiency is above the 102 level.
9. Policy limits: Back credits may be earned for only one language and will be based on the first instance of taking a course for a letter grade. Courses taken as CR/NC are not eligible for back credits. Repeated, backtrack, or courses taken out of sequence are not eligible for back credits. Students will need to apply for back credit with the University of Hawai'i institution at which they complete the first instance of the language course.
10. Number of Credits: Students may earn from 3 to 16 back credits—6 to 8 for first-year language courses, and 6 to 8 for second-year language courses.

NOTE: A maximum of 8 back credits can be applied towards the AA in Liberal Arts degree.

11. Petition Forms: Back credits will not be awarded automatically, and those interested in obtaining back credits must initiate the process. Forms are available through language course instructors or Languages, Linguistics and Literature department offices in Kalia 101.

## Grading Policies and Grades

Final grades are made available to students about a week after the final examination period ends through STAR, located at <https://www.star.hawaii.edu/studentinterface/>. Students can view and print copies of their grades from the portal. No grade reports will be mailed. However, students may request a hard copy grade report for \$2 per copy from the Kekaulike Center, 'Ilima 102, telephone (808) 734-9555.

## GRADING OPTIONS

### Credit/No Credit

In place of a letter grade, credit/no credit (CR/NC) is an option, provided the course is not part of the general education and major requirements. Some of the required courses have mandatory credit/no credit grading.

If this grading option is not specified at the time of registration, a request can be made by submitting the change of registration form by the deadline. The instructor's signature is not required. The CR grade is the equivalent of a "C" or higher; however, CR/NC grades are not included in the grade point ratio. Students expecting to transfer to another institution should study its policy on accepting CR/NC grades before selecting this option.

### Audit

Approval to audit a course requires the instructor's or department chair's signature and cannot be done online. Auditors attend classes as listeners. They may take part in discussions or examinations but receive no credit. Students must specify this grading option at the time of registration or process a change of registration by the deadline. All changes must be submitted to the Kekaulike Center, 'Ilima 102, by the deadline. Students who audit a class pay regular tuition and fees. Audited classes are not included in the determination of students' full- or part-time enrollment status.

**Letter Grade Option:** The standard A-F grading scale is used in most classes to designate a student's level of achievement.

**Credit by Exam:** Students who present evidence of having attained, through experience or training, the equivalent competencies/learning outcomes of a course offered at Kapi'olani Community College may apply to receive credit by passing a comprehensive examination. Successful completion of the course via examination will be denoted by a CE grade; no letter grade will be assigned.

## GRADES AND OTHER GRADING SYMBOLS

Grade	Grade Points	Interpretation
A	4	Excellent achievement
B	3	Above average achievement
C	2	Average achievement
D	1	Minimal passing achievement
F	0	Failure
I	-	(w/grade) Incomplete, the student has not completed all required course work (See explanation below)
CE	-	Credit by Institutional Exam
NCE	-	No credit awarded by Credit by Institutional Exam
CR	-	Credit, denotes work deserving credit at the C level or higher for courses taken with CR/NC grading option. Also means credit for certain ESOL (English for Speakers of Other Languages) classes but no promotion to the next level
RD	-	Record Delayed Used as a placeholder for grade not submitted on time or for classes that end after the current term
NC	-	No Credit; denotes minimal achievement or failure under the CR/NC grading option
CR+	-	Credit and promotion to the next level for ESOL (English for Speakers of Other Languages) classes
P	-	Pass; designates satisfactory completion of a noncredit course
NP	-	Not Passed; designates unsatisfactory level of progress in a noncredit course
L	-	Audited class
PBA	-	Portfolio Based Assessment
W	-	Withdrawal after the erase period (after the first 3 weeks in a 16-week class; after 20% of the instructional period for special term classes) but before the withdrawal deadline for the class

\*Note: Some courses require a “C” grade for minimal passing.

### INCOMPLETE GRADE

A student must initiate the request for an incomplete grade by contacting the instructor before the last class meeting to determine the steps for completing the work. Instructors have the option to award an incomplete grade to a student who cannot complete some part of the work for a course due to extenuating circumstances.

### REMOVAL OF INCOMPLETE GRADE

An incomplete grade may be removed by completion of the deferred work and the instructor's assignment of a grade taking into consideration the completed work. Incomplete work must be made up within the first ten weeks of the following semester. If a student fails to submit the required work by the deadline, the Incomplete grade will automatically be converted to the grade initially submitted with the "I" (Incomplete) by the instructor.

### GRADE APPEALS

Students who wish to appeal an assigned grade should first discuss the concerns with the instructor of the course. If desired, the student may further appeal to the department chair and the respective dean. Students should also consult the College's policy on academic grievances available from the Office of the Vice Chancellor for Student Affairs, 'Ilima 205.

### RETROACTIVE GRADE CHANGES

A retroactive grade change is a change in an officially recorded grade. Except to correct clerical errors, a retroactive grade change is an extraordinary and exceptional action, granted only in the most compelling circumstances. No change may occur unless the instructor who gave the grade initiates the formal process. The change must also be approved by the instructor's department chair and by the dean for the department. Requests for changes will only be considered within one year of the ending of the class for which the change is requested.

### SCHOLASTIC STANDARDS

To be considered in good standing and to be eligible for a degree or certificate, students must maintain a cumulative grade point ratio (GPR) of 2.0 ("C") or higher. See the additional academic requirements for individual programs.

### SCHOLASTIC HONORS

Dean's List: Students are included on the Dean's List when they earn a 3.5 or higher grade point ratio with 15 or more accumulated credits over fall, spring, and/or summer semester(s). (Courses below the 100-level are excluded.) The list is published on the College website once a year.

Graduation with Honors: Students who achieve a cumulative grade point ratio of 3.5 or higher for their entire period of study will receive their degrees or certificates of achievement with honors and will have it notated on their academic transcript.

### PROBATION, SUSPENSION, AND DISMISSAL

Academic Probation: Students who have attempted 12 or more credits and earned less than a cumulative 2.0 grade point ratio are placed on academic probation. Only grades "A" through "F" are computed in the ratios. Students on academic probation who subsequently achieve a cumulative 2.0 or higher grade point ratio are removed from probation.

**Academic Suspension:** Students on academic probation who fail to achieve at least a 2.0 grade point ratio for courses taken during a probationary semester are suspended for one semester. However, students suspended at the end of the spring semester may attend the summer session that immediately follows. If they raise their cumulative GPR to 2.0 or higher by the end of the summer session, the suspension is rescinded.

**Academic Dismissal:** Upon returning to the College following suspension, students are placed on academic probation and must comply with the conditions stipulated for probationary students. They will continue on probation as long as their cumulative grade point ratio remains below 2.0. Failure to achieve at least a 2.0 ratio for courses taken during a probationary semester following suspension will result in academic dismissal from the College. If they raise their cumulative GPR to 2.0 or higher by the end of the summer session, the dismissal is rescinded.

Students who have been suspended or dismissed may petition for reinstatement based upon extenuating circumstances. The academic suspension may be waived by an academic advisor. The academic dismissal may be waived by the Vice Chancellor for Student Affairs.

#### **ATTENDANCE POLICIES**

Regular attendance at class and laboratory sessions is expected for all courses. Specific attendance policies are in the course syllabus. Students with valid reasons for temporarily not attending a class should inform the instructor or department chair. Students will receive a grade of “F” if they do not officially withdraw from a class that they have stopped attending. All withdrawals must be completed by the stipulated deadline.

#### **STUDENT REGULATIONS**

##### **Student Conduct Code**

Conduct expected of students at Kapi‘olani Community College is defined in the University of Hawai‘i Board of Regents’ Statement on Rights and Responsibilities of the University of Hawai‘i Student Conduct Code. Kapi‘olani Community College has a Student Conduct Code that defines expected conduct for students and specifies those acts subject to University sanctions. The student conduct code may be accessed at <http://www.kapiolani.hawaii.edu/regulations-policies-and-data/student-conduct/>. Copies of the Student Conduct Code are also available at the Office of the Vice Chancellor for Student Affairs, ‘Ilima 205.

**Student Conduct Committee:** Students should become familiar with the Student Conduct Code. As University of Hawai‘i/Kapi‘olani Community College students, their conduct is subject to the policies and regulations of the University and its duly constituted bodies. The committee follows procedures for hearing allegations of misconduct.

**Academic Dishonesty, Cheating, and Plagiarism:** Academic dishonesty cannot be condoned by the University. Dishonesty includes cheating and plagiarism; it is a violation of the Student Conduct Code and may result in expulsion from the University.

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University of Hawai'i record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory reports from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

Disruptive Behavior: Kapi'olani Community College defines disruptive behavior as speech or action that

- is disrespectful, offensive, and/or threatening;
- interferes with the learning activities of other students;
- impedes the delivery of college services; and/or
- has a negative impact in any learning environment – including department and staff offices, the library, the Learning Assistance Centers, labs, clinical sites, service-learning sites, etc.

Disruptive behavior includes physically or verbally harassing, threatening, or abusing or acting abusively toward an instructor, staff member, or student in any activity authorized by the College.

Disciplinary actions that the College may impose include a formal warning, probation, suspension, and dismissal. An instructor referring a student for disciplinary action does so under provisions of the Student Conduct Code. The code stipulates that the Chancellor may impose disciplinary sanctions upon a student only after a Student Conduct Committee hearing has taken place. However, disruptive students may be subject to immediate disciplinary action in an emergency situation. In such cases, the Chancellor may impose the sanction of suspension prior to a hearing. For further information, refer to the Student Conduct Code available at the Office of the Vice Chancellor for Student Affairs, 'Ilima 205, or online at <http://www.kapiolani.hawaii.edu/regulations-policies-and-data/student-conduct/>.

Lethal Weapons: Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor.

Illicit Drugs and Alcohol: This official notice, by the University of Hawai'i Office of the President, is issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

In conformance with the existing law, University faculty, staff, and students are not permitted to manufacture, distribute, possess, use, dispense, or be under the influence of illegal drugs and/or alcohol as prohibited by state and federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research, or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of these laws shall be subject to the provisions of the Student Conduct Code. Faculty and staff found in violation of these laws are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable state laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty, and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse. The purchase, possession, or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by these laws and University rules and regulations governing the use and consumption of alcoholic beverages on campus. For further information, students are referred to Board of Regents policy, executive policies, and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University-sponsored events, on University property, or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Sanctions that may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion, or rescission of grades or degree. Copies of the full text of the code and the Hawai'i Penal Code are available in the Office of the Vice Chancellor for Student Affairs, 'Ilima 205.

College-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College/University policies and state law.

Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the University of Hawai'i Kapi'olani Community College campus are available in the Office of the Vice Chancellor for Student Affairs, 'Ilima 205.

#### Behavioral Intervention Team (BIT)

Kapi'olani Community College (KapCC) is committed to provide a safe and healthy environment for everyone on campus thus developed a team to respond to any incidents on campus. The multidisciplinary team is responsible for communication, assessment, management and follow up on behaviors recognized by the college that could pose a threat to the campus community from students. The main purpose of the team is to provide resources and intervene on situations before they result in harm to the campus community. For additional information about the BIT please contact Thomas No'eau Keopuhiwa, noeau.keopuhiwa@hawaii.edu, (808) 734-9549

### Policy on Sexual Harassment

It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University's programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. For additional information, please contact the Office of the Vice Chancellor for Student Affairs or the Human Resources Manager. The University of Hawai'i policy on Sexual Harassment is available at <http://www.kapiolani.hawaii.edu/regulations-policies-and-data/sexual-harassment-policy/>.

### Policy on Academic Grievances

The process of addressing academic grievances is described in the Academic Grievance Procedures. Concerned students may first attempt to resolve the grievance on an informal level with the faculty member within 30 days of the posting of the grade. Should the grievance not be resolved at this level, they then ask the appropriate department chair to review the case. If a satisfactory solution is not reached, students must file Form 1 of the Academic Grievance procedure within seven days to start the process. The student has the burden of proof, which means that the student has to include evidence, including any written documents (such as the syllabus, graded work, or email) and statements from the student or others that show that the faculty member acted inappropriately or inconsistently, leading to an unfair grade. Once Form 1 is received by the department chair, he/she will have seven business days to complete Form 2 in writing to the student. If the DC's response does not resolve the situation to the student's satisfaction, within 7 business days of receiving the DC's response, the student can file the academic grievance with the Dean for that course by sending the Dean the original complaint (Form 1) and the department chair's response (Form 2), as well as an additional statement as to why the student disagrees with the department chair's response (Form 3). Within 14 business days of receiving the grievance, the Dean will review the grievance and respond to the student (Form 4), informing the student as to whether the Dean finds the complaint to have merit or not, and the grounds for that decision. If the Dean's response does not resolve the situation to the student's satisfaction, within 7 business days of receiving the Dean's response, the student can file the grievance with the Chancellor (Form 5), including a statement as to why the student disagrees with the Dean's response. Within 7 business days of receipt of the grievance, the Chancellor will inform the faculty member and Academic Grievance Committee (AGC) Chair of a pending grievance. The AGC Chair will review the grievance and will dismiss it, if the Chair finds the grievance to be clearly, without doubt, frivolous. If it is not clearly, without doubt, frivolous, the Chair will schedule a hearing within 14 business days of receiving the grievance notice. The student is required to attend the hearing; however, the faculty member is not required to attend. If the student does not attend, the grievance can be dismissed. Within 7 business days of the hearing, the AGC chair will submit a memo of the AGC's finding and recommendations to the Chancellor. Based on the recommendations of the AGC, the Chancellor will come to a conclusion regarding the grievance. The Chancellor will then inform the student and faculty member of the Chancellor's decision within 7 business days of receipt of the AGC Chair's (frivolous grievance/findings and recommendations) memo. The Chancellor's decision is final within the University.

Copies of the academic grievance procedures are available in the Office of the Vice Chancellor for Student Affairs, 'Ilima 205.

### Notice To Students With Disabilities

In compliance with requirements relating to nondiscrimination on the basis of a disability (Section 504, Rehabilitation Act of 1973, rules effective June 3, 1977, and the Americans with Disabilities Act, 1990)

Kapi'olani Community College prohibits discrimination on the basis of a disability and assures qualified students with disabilities access to all programs of the College.

Copies of Kapi'olani Community College's procedures for resolution of discriminatory complaints may be obtained from the Office of the Vice Chancellor for Student Affairs. Support services and auxiliary aids are offered through the Disability Support Services Office. Students desiring special services are advised to contact this office as early as possible so that services may be arranged on a timely basis. For further information, please contact the Disability Support Services Office, 'Iliahi 113, Kapi'olani Community College, 4303 Diamond Head Road, Honolulu, Hawai'i 96816. Phone: (808) 734-9552.

Services to Students with Disabilities: In accordance with Section 84.4 of the federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, no qualified individuals with a disability shall, on the basis of their disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

Students with disabilities are provided the following services:

- personal, academic, and career counseling
- admissions and financial aid application assistance
- campus orientation assistance
- registration assistance
- reader, note-taker, interpreter, and/or
- other academic support services as needed
- campus accessibility map

#### University Policy on Nondiscrimination and Affirmative Action

The University of Hawai'i is an Equal Opportunity/ Affirmative Action Employer. It is the policy of the University of Hawai'i to comply with federal and state laws that prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws that cover students and applicants for admission to the University: Title II Genetic Information Nondiscrimination Act of 2008; Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (disability); and to comply with federal and state laws that mandate affirmative action and/or prohibit discrimination in employment (including, but not limited to hiring, firing, upgrading, salaries, benefits, training, and other terms, conditions, and privileges of employment): Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 503 and 504 of the Rehabilitation Act of 1973 (disability); Hawai'i Revised Statutes, Chapter 76, 78, 378, 479 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, physical or mental disability, marital status, arrest and court record, breastfeeding, gender identity and expression). The University of Hawai'i Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I - IV of the Americans with Disabilities Act (ADA) P. L. 101-336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex, or disability. American citizens or immigrants with limited English proficiency will not be denied admission to vocational education programs.

In addition, employees and applicants for employment are protected under Title IX and Section 504. As an integral part of its Policy on Nondiscrimination and Affirmative Action, the Office of the President, University of Hawai'i, hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated. Complaints of this nature will be handled by the Human Resources Manager/EEO Coordinator, (808) 734-9575, 'Ilima 208. The University of Hawai'i policy on Nondiscrimination and Affirmative Action is available at <http://uhcc.hawaii.edu/sys/eoa.php>.

Individuals designated to coordinate the College's nondiscrimination and affirmative action programs are:

Thomas No'eau Keopuhiwa, Interim Vice Chancellor for Student Affairs  
(Education/Civil Rights matters) (808) 734-9522

Kapi'olani Community College  
4303 Diamond Head Road  
Honolulu, Hawai'i 96816.

Kelli Brandvold, Human Resources Manager  
(Employment matters), (808) 734-9575

Kapi'olani Community College  
4303 Diamond Head Road  
Honolulu, Hawai'i 96816.

Discrimination Complaints: Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, sex, age, religion, color, sexual orientation, national origin, mental disability, physical disability, disability, marital status, veteran's status, or arrest and court record may file a complaint with the Human Resources Manager, (808) 734-9575, 'Ilima 208A. The Human Resources Manager will explain the available avenues of recourse and direct the person to the appropriate Hearing Officer.

The process of addressing allegations of discrimination is described in campus Section 504 Grievance procedure. Copies are available at the Office of the Vice Chancellor for Student Affairs, 'Ilima 205.

Students may also file complaints of discrimination with the Office of Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: (206) 110-7910 FAX: (206) 220-7887.

## Title IX

Kapi'olani Community College (KapCC) faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. To know more about Title IX please visit KapCC's Title IX Website: <http://tinyurl.com/titleixkapcc>.

Reporting: If a student chooses to confide in a faculty member or if a faculty member observes an incident regarding an issue of sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, and gender-based bullying and hazing, faculty are required by federal law to report these issues to KapCC's Interim Title IX Coordinator, Thomas No'eau Keopuhiwa, (808)734-9522, [kapvcsa@hawaii.edu](mailto:kapvcsa@hawaii.edu), 'Ilima 205.

**Confidentiality:** If a student does not wish to formally report an incident to a faculty member, but wishes to speak to someone confidentially about any of the behaviors listed above, the student can speak to the confidential space counselor on campus: Cathy Wehrman or Brooke Conway, (808) 734-9504, 'Iliahi 201.

**Filing a complaint:** If you have experienced or observed discrimination or harassment you may make a formal complaint by contacting the Interim Title IX Coordinator, Thomas No'eau Keopuhiwa at (808) 734-9522. You may also report concerns online at [https://cm.maxient.com/reportingform.php?KapiolaniCC&layout\\_id=0](https://cm.maxient.com/reportingform.php?KapiolaniCC&layout_id=0) or contact KapCC security at 734-9900.

### Sexual Assault Policy

In conjunction with the University of Hawai'i Community Colleges' commitment to ensuring a safe and secure environment of learning for all students and staff, Kapi'olani Community College recognizes the serious issues concerning sexual assault on the members of the campus community.

The college will not tolerate acts of sexual assault and has established a policy that specifies those acts subject to University sanctions. In addition, the College offers information on programs designed to inform students and employees about the prevention of crime and sex offenses.

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Policy that explains the College's Sexual Assault Prevention Program presented to promote awareness of rape, acquaintance rape, and other sex offenses and the procedures for reporting offenses. A copy of the Sexual Assault Policy can be obtained at the Office of the Vice Chancellor for Student Affairs. For additional information, please contact the Office of the Vice Chancellor for Student Affairs, 'Ilima 205, (808) 734-9522.

### The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day Kapi'olani Community College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Kapi'olani Community College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of regents; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Kapi'olani Community College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Kapi'olani Community College .
- Parents and spouses of students are advised that information contained in education records, with the exception of directory information, will not be disclosed to them without the prior written consent of the student.
- Students are advised that institutional policy and procedures required under FERPA have been published as Administrative Procedure AP 7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of Administrative Procedure AP 7.022 may be obtained from the Office of the Vice Chancellor for Students.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Kapi'olani Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

#### DIRECTORY INFORMATION:

The University has designated the following information from a student's education record as "directory information":

- (1) Name of student;
- (2) Major field of study;
- (3) Class (i.e., freshman, sophomore, etc.);
- (4) Past and present participation in officially recognized activities (including positions held and official statistics related to such participation and performance);

- (5) Past and present participation in officially recognized sports (including positions held and official statistics related to such participation and performance);
- (6) Weight and height of members of athletic teams;
- (7) Dates of attendance;
- (8) Previous institution(s) attended;
- (9) Full or part-time status;
- (10) Degree(s) conferred (including dates);
- (11) Honors and awards (including dean's list).

At its discretion and in conformance with applicable state law, the University may disclose directory information to the public without obtaining a student's prior consent, so long as certain conditions regarding general notification of disclosure of directory information have been followed. Specific directory information about an individual student will not be released to the public if the student has affirmatively informed the University that he or she does not want any or all of those types of information about himself or herself designated as directory information. The procedures for an individual student to "opt" out of disclosure is set forth in UH administrative policy A7.022

Note: Submission of this FERPA nondisclosure of directory information request does not automatically remove students from the UH Online Directory of email addresses, which is accessible only to those with a valid UH email address.

To remove yourself from the UH Online Directory:

- Login to MyUH
- Select the My Profile Tab
- Look for UH Online Directory, Options for Students, select Opt-out

Lists of directory information will not be made publicly available to third parties.

The school may provide the UH Foundation with lists of students with the following information: name, school/college/division/department. Degree, major and minor fields of study, UH email address, home address, and telephone number for the purpose of University and alumni relations.

FERPA Annual Notice Addendum:

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades, or other private information-- may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education" such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such

entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

### **Kapi'olani Community College's Tobacco Products Policy: Promoting a Culture of Health and Wellness**

Kapi'olani CC is designated as the University of Hawai'i Community Colleges' Health Education Campus. Given this recognition, the College is striving to promote a culture of health and wellness on campus so as to reduce the health-related factors that research shows have a negative effect on student learning, achievement, and success. Consequently, as of August 19, 2012, the College established its policy as a non-smoking, tobacco product free campus.

We ask all members of our college community to support this policy in order to protect their own health and the health of all students, faculty, staff, administrators, and visitors on our campus. For more general information concerning the University of Hawai'i Tobacco Products Policy and FAQs see <http://www.hawaii.edu/smokingpolicy/faq.html>.

### **DEGREE AND CERTIFICATE PROGRAMS**

To graduate with a degree from Kapi'olani, a student must have earned a minimum of 12 credits of program courses in the degree/major at Kapi'olani. AA and AS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements. Transfer coursework is not calculated into the GPR. Students may follow the degree requirements that were in effect at the time of their original enrollment or any year thereafter, provided that they have maintained continuous enrollment.

#### **Academic Subject Certificate (ASC)**

An academic subject certificate (ASC) is a college credential awarded to students who have successfully completed a specific set of credit courses from the associate in arts curriculum. A grade of "C" or higher must be earned for all courses required in the certificate. The certificate is designed to fit within the structure of the associate in arts degree and shall be at least 12 credit hours.

Academic Subject Certificate (ASC): A supplemental college credential for students enrolled in an AA program or unclassified students already holding an Associate, Bachelor, or Graduate level credential and who have successfully completed a focused, specific sequence of credit courses from the AA curriculum. The sequence must fit within the structure of the AA degree, may not extend the credits required for the AA degree, and shall be at least 12 credit hours. Exceptions involve new program development and are subject to the requirements of University Systemwide.

The issuance of an ASC requires that the student's work has been evaluated and stated outcomes have been met. The issuance of the ASC requires that the student must earn a cumulative 2.0 GPR or better for all courses required in the certificate. Students enrolled solely for the purpose of obtaining an ASC will be identified as unclassified for admission and enrollment purposes.

### **Associate in Arts (AA) Degree**

Associate in Arts (AA) degree: A general and pre-professional education degree, consisting of at least 60 baccalaureate-level semester credits, which provides students with skills and competencies essential for successful completion of a baccalaureate degree. The issuance of an AA degree requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an AA degree requires that the student must earn cumulative 2.0 GPR or better for all courses used to meet the degree requirements. AA degrees may be offered in areas of study (e.g., Liberal Arts, Hawaiian Studies, Teaching).

The College offers two associate in arts degrees: the Associate in Arts in Liberal Arts and the Associate in Arts in Hawaiian Studies. The issuance of the degree requires 60 credits in courses numbered 100 or higher as listed in the program. Students must have a cumulative institutional grade point ratio of 2.0 (“C”) or higher.

Concentrations within the AA degree:

Concentrations in the AA degree in Liberal Arts consist of a minimum of nine credits, establish coherent and explicit pathways to baccalaureate degrees, and include any of the following:

- a. Courses that meet University of Hawai‘i (UH) baccalaureate major requirements\*
- b. Courses that serve as prerequisites to courses that meet UH baccalaureate major requirements\*
- c. Prescribed lower division General Education or elective courses that articulate with a UH baccalaureate major\*
- d. Clear pathway for community college students to complete a baccalaureate program in four years

\*If there is no related baccalaureate degree at a UH campus, concentration courses may apply to or provide a clear pathway to a baccalaureate major at a non-UH institution.

### Transfer Requirements

**He waiwai nui ka lokahi.** (Pukui 105)

*(Unity is a precious possession.)*

For some students, Kapi‘olani Community College will be the first of many institutions of higher learning that they will attend. They may transfer among campuses of the University of Hawai‘i system, including all two- and four-year institutions; they may also transfer to colleges and universities outside the University of Hawai‘i system.

The College’s Liberal Arts, Hawaiian Studies, and Natural Science curricula and some of the career and technical education courses are designed to enable students to transfer to four-year institutions. However, entrance requirements for colleges and universities are not uniform. Students should become familiar with the requirements in their intended fields of study. They should consult with faculty advisors and academic advisors in order to arrange a program that will meet these requirements as well as permit them to graduate from Kapi‘olani Community College.

## The Applicability of the University of Hawai'i Associate in Arts Degree

Effective fall 1994, students at a University of Hawai'i Community College who earn an associate in arts (AA) degree that meets the following three conditions have fulfilled the general education core requirements at all University of Hawai'i baccalaureate degree-granting institutions.

1. The AA degree must be completed with a cumulative GPR of 2.0 or higher for all courses numbered 100-plus applicable to the AA degree requirements; and
2. The AA degree must conform to the AA degree criteria detailed in Appendix C of Executive Policy E5.209 University of Hawai'i System Student Transfer and Inter-campus Articulation.
3. In the rare case when the credit hours associated with a course fulfilling a general education core requirement are not accepted for transfer by a receiving campus, the requirement is still considered to have been met.

While an articulated AA degree satisfies core requirements, students must also complete all lower division, major, college, and degree or graduation requirements. Additional campus-specific requirements, such as competency in a foreign language or writing-intensive courses, may also be required. With planning, most, if not all, of these requirements may be incorporated into the associate in arts degree; if not, they are required in addition to the associate in arts degree.

### Applicable AA General Education Core Requirements

Note: Except for the student who completes the associate in arts degree, general education core requirements that are in effect at the time a certificate- or degree-seeking student enrolls at a University of Hawai'i campus shall apply to that student throughout his/her pursuit of that certificate or degree, providing that the student maintains continuous enrollment and does not elect to choose core requirements modified by the campus subsequent to admission. A student transferring from one campus to another without missing a semester is considered to be a continuing student. Students in the undergraduate general and pre-professional classification who maintain continuous enrollment shall be eligible to graduate under the core requirements in place at the time of their first enrollment. Except as modified by an established articulation agreement, major requirements will be those in effect when the student declares a major at the baccalaureate campus.

### 2019-20 Associate in Arts Course Requirements

Students should note that baccalaureate degree requirements vary at University of Hawai'i at Mānoa and should see their academic advisor for program details as well as read the transfer section of this catalog. Substitutions to the associate in arts degree requirements may be granted if identical substitutions are officially granted by a college at University of Hawai'i at Mānoa. Students intending to transfer to University of Hawai'i at Hilo or University of Hawai'i–West O'ahu should consult with an academic advisor at Kapi'olani Community College, University of Hawai'i at Hilo or University of Hawai'i–West O'ahu.

The following courses at 100 level or higher have been approved for use as electives for the Associate in Arts degrees (in Liberal Arts, concentrations in Liberal Arts, or in Hawaiian Studies) effective fall 2019:

- CULN (all)
- HLTH (all)
- HOST (all)

- LAW (all)
- RESP (all)

For the most recent information concerning courses meeting General Education Core Requirements, students should check with their academic advisors or counselors.

A student majoring in Liberal Arts or Hawaiian Studies may substitute other courses for a specific requirement if the Arts and Sciences dean agrees that the substitution is required at the college to which the student intends to transfer. The student must complete and submit a course waiver form with supporting documentation.

AA degree requirements include foundation requirements and diversification requirements. FOUNDATION REQUIREMENTS: Written Communication (FW): three credits; Symbolic Reasoning (FS): three credits; Global and Multicultural Perspectives: six credits from two of three groups.

DIVERSIFICATION REQUIREMENTS: Arts and Humanities: six credits, two courses from two of three groups: Arts (DA), Humanities (DH), and Literature and language (DL); Natural Sciences: three credits in Biological Sciences (DB), three credits in Physical Sciences (DP), and one credit of laboratory science (DY); Social Sciences (DS): six credits, two courses from two different disciplines.

AA degree requirements also include:

- Hawaiian/second language (HSL): completion of first level of study, 101 and 102 or equivalent
- Oral Communication (OC): one course
- Writing Intensive (WI): two Writing Intensive classes
- Hawaiian, Asian and Pacific Issues (HAP): one course
- Electives: elective credits in Arts and Sciences courses numbered at or above the 100 level or non-liberal arts courses that meet major requirements

A minimum of 60 credits is required for an AA degree. Students are encouraged to meet with the appropriate academic advisors for approved course listings. Listed below are approved non-Arts and Sciences courses that may be used as electives for the associate in arts degree if transferring to UHM.

Students transferring to UHM TIM: HOST 100, HOST 101, HOST 293, ACC 201, ACC 202, BLAW 200, ICS 101.

Students transferring to UHM Business: ACC 201, ACC 202, ICS 101, BLAW 200, BUS 250, ENG 209.

Students transferring to UHM Nursing: PHRM 203.

Students transferring to UHM Education: MATH 111

Students transferring to UHM Journalism: JOUR 227

### **Associate in Science (AS) in Natural Science Degree**

The Associate in Science degree in Natural Science (ASNS) with concentrations in Biological Sciences, Engineering, Information and Communication Technology, and Physical Sciences at Kapi'olani Community College prepares students to transfer to four-year institutions in these fields of study. This 60-credit program provides clear, explicit, coherent pathways for students intending to transfer into Science, Technology, Engineering and Mathematics (STEM) majors at baccalaureate institutions. The issuance of the degree requires 60 credits in courses numbered 100 or higher as listed in the program. Students must have a cumulative institutional grade point ratio of 2.0 ("C") or higher. The program provides curricula that focus on basic science

and mathematics as well as more advanced research and mentoring experiences. The degree provides students with undergraduate research opportunities as they move through STEM curricular pathways. Targeted advising and appropriate course sequencing enable efficient transfer of STEM students.

**Associate in Science (AS) degree:** A degree designed to prepare students for employment in career and technical fields, and/or transfer to a baccalaureate granting institution in a science, technology, engineering, mathematics or other articulated baccalaureate-level programs of study.

The AS degree consists of at least 60 semester credits, which provides students with either skills and competencies for gainful employment, or with courses in the arts and sciences or career and technical education that will prepare students for entry into an articulated baccalaureate program of study. All courses applicable for the AS degree will be at the baccalaureate level. The issuance of an AS degree requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an AS degree requires that the student must earn cumulative 2.0 GPR or better for all courses used to meet degree requirements.

**Concentrations within the AS degree:**

Concentrations in the AS degree consist of a minimum of nine credits, establish coherent and explicit pathways to baccalaureate degrees, and include any of the following:

- a. Courses that meet UH baccalaureate major requirements\*
- b. Courses that serve as prerequisites to courses that meet UH baccalaureate major requirements\*
- c. Prescribed lower division General Education or elective courses that articulate with a UH baccalaureate major\*
- d. Clear pathway for community college students to complete a baccalaureate program in four years.

\*If there is no related baccalaureate degree at a UH campus, concentration courses may apply to or provide a clear pathway to a baccalaureate major at a non-UH institution.

ASNS degree requirements include foundation requirements and diversification requirements.

**FOUNDATION REQUIREMENTS:** Written Communication (FW): three credits; Symbolic Reasoning (FS): three credits; Global and Multicultural Perspectives: six credits from two of three groups.

**DIVERSIFICATION REQUIREMENTS:** Arts and Humanities: three credits, one courses from one of three groups: Arts (DA), Humanities (DH), and Literature and language (DL); Social Sciences (DS): three credits, one course. The following chemistry courses are required of all concentrations: CHEM 161, 161L, 162, and 162L. Other required and elective courses depend on the student's area of concentration.

### **Associate in Science (AS) Degree in Career and Technical Education Programs**

The associate in science (AS) degree is a two-year career-technical education degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment.

#### **AS DEGREE REQUIREMENTS**

The associate in science degree is awarded to students successfully completing a program of career and technical education courses along with related general education courses. The purpose of the AS program is to prepare students for gainful employment. A secondary purpose for some of the AS degrees is to prepare students for continuing education. Courses in the legal education program, foodservice and hospitality

education programs, and some business and health sciences programs are transferable to baccalaureate programs in applied fields. Pre-baccalaureate advising facilitates this transfer. The requirements for the associate in science degree are:

1. Required credit hours: 60 to 65 credits, unless external requirements exceed this number.
2. Minimum cumulative grade point ratio: A student must have a cumulative GPR of 2.0 (“C”) or higher. Some programs may have additional minimum course grade requirements.
3. Minimum general education course requirements: AS degrees include a minimum of 15 credits of general education courses. Refer to the listing of humanities, natural sciences, and social sciences courses acceptable for the AS degree and individual program curricula.
4. Minimum communications and mathematics and logical thinking skills requirements: Refer to individual program curricula to satisfy the minimum required communications and mathematics/logical thinking skills.
5. Courses required by major program.
6. Electives: As needed to meet total credit hour requirements.

#### AS DEGREE OUTCOMES

Graduates of Kapi'olani Community College who complete an associate in science degree should be able to:

- Employ skills and understanding in language and mathematics essential to fulfill program requirements.
- Understand attitudes and values of various cultures and examine their potential for improving the quality of life and meaningfulness in work.
- Recognize effects of technology and science on the natural and human environments.
- Understand contemporary issues and problems and respond to the impact of current conditions.
- Demonstrate proficiency in conceptual, analytic, and critical modes of thinking.
- Develop insights into human experience and apply them to personal, occupational, and social relationships.
- Recognize relevance of career choices to lifelong learning.
- Demonstrate competence in a selected program of study.

#### **2018-19 ASSOCIATE IN SCIENCE DEGREE COURSES (KAPCC AS/AH, KAPCC AS/NS, KAPCC AS/SS)**

Kapi'olani Community College catalogs are published yearly and do not always reflect the most recent campus actions. These Associate in Science (AS) courses fulfill Kapi'olani Community College AS degree requirements for AS/AH, AS/NS, and AS/SS categories. Please refer to specific AS degree listings for specific course requirements.

Students intending to transfer to the University of Hawai'i at Mānoa (UHM) should be aware that baccalaureate degree requirements vary at UHM. Students should consult with their academic advisor for program details and should read the transfer section of this catalog. Students intending to transfer to the University of Hawai'i at Hilo (UHH) or the University of Hawai'i–West O'ahu (UHWO) should consult with an academic advisor at KapCC, UHH, or UHWO. Students should check the website <http://www.hawaii.edu/gened/articulation.htm> for additional information.

ARTS & HUMANITIES (AH) courses for KapCC AS degree (**KapCC AS/AH**)

AMST 201	IS 109, 161
ART 101, 159, 189	LING 102
ASAN 100 (AH or SS but not both), 201, 202	MUS 106, 107, 108, 170, 229
DNCE 150	PACS 257
EALL 261, 262, 271, 272	PHIL 100, 102, 103, 213, 250
ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha)	REL 150, 205
HIST 151, 152, 231, 232, 241, 242, 281, 282, 284, 288	SP 251
HUM 269 (any alpha), 295 (any alpha)	THEA 101, 221
HWST 100, 107, 110, 207, 222, 257, 282	

NATURAL SCIENCES (NS) courses for KapCC AS degree (**KapCC AS/NS**)

BIOL 101, 124, 130, 171	ICS 100
BOT 101, 130, 201	MICR 130
CHEM 100, 161, 162	PHYL 141, 142, (formerly ZOOL), 160
FSHE 185	PHYS 100, 151
GEOG 101	ZOOL 200
GG 103	

SOCIAL SCIENCES (SS) courses for KapCC AS degree (**KapCC AS/SS**)

ANTH 151, 152, 200, 210	JOUR 150
ASAN 100 (AH or SS but not both)	PACS 108
BOT 105	POLS 110, 120, 130
COM 201	PSY 100, 170
ECON 120, 130, 131	SOC 100, 214, 218, 231, 251, 257
FAMR 230	SP 181
GEOG 102, 151	SSCI 102

Please note that ASAN 100 satisfies either the Arts and Humanities requirement or the Social Sciences requirement for an AS degree, but not both requirements.

**Associate in Technical Studies (ATS) Degree**

The associate in technical studies degree is a two-year career-technical education degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. The degree must be customized by integrating courses from two or more existing approved programs and is intended to target emerging career areas that cross traditional boundaries. The degree must have educational objectives that are clearly defined and recognized by business, industry, or employers who have need for specialized training for a limited number of employees. The degree must have advanced approval and cannot be based upon previously completed course work.

Associate in Technical Studies (ATS) degree: A career and technical credential consisting of at least 60 semester credits, which provides individual students with skills and competencies for gainful employment. The ATS degree must be customized by using courses from two or more existing Board of Regents (BOR)-approved programs and is intended to target emerging career areas that cross traditional boundaries. This degree must have educational objectives that are clearly defined and recognized by business, industry, or employers who have needs for specialized training.

Students seeking this degree must have a course of study approved in advance by the college and cannot be requested based upon previously completed coursework. The issuance of an ATS requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an ATS degree requires that the student must earn a cumulative 2.0 GPR or better for all courses used to meet degree requirements. The ATS degree cannot be used to circumvent the authority of the BOR to approve programs. If there is a significant demand by students to enroll in a specific course sequence, the college shall initiate the establishment of a new certificate or associate degree program.

**ATS DEGREE REQUIREMENTS**

Each ATS degree is customized for an individual student and has no life of its own beyond that student. This logic applies even to cases where a cohort of students at a given time may be following a common ATS plan. Each student follows his/her own program of study, and that program of study does not continue after the degree has been completed. The requirements for the associate in technical studies degree are:

1. Required credit hours: A minimum of 60 credits.
2. Minimum cumulative grade point ratio: A student must have a cumulative grade point ratio of 2.0 ("C") or higher.
3. Minimum general education course requirements: At least one course in each of the three areas: social sciences, natural sciences and arts and humanities (at least 9 credits).

**ATS DEGREE OUTCOMES**

Graduates of Kapi'olani Community College who complete an associate in technical studies degree should be able to:

- Employ skills and understanding in language and mathematics essential to fulfill program requirements.
- Understand attitudes and values of various cultures and examine their potential for improving the quality of life and meaningfulness in work.
- Recognize effects of technology and science on the natural and human environments.
- Understand contemporary issues and problems and respond to the impact of current conditions.
- Demonstrate abilities of conceptual, analytic, and critical modes of thinking.

- Develop insights into human experience and apply them to personal, occupational, and social relationships.
- Recognize relevance of career choices to lifelong learning.
- Demonstrate competence in a selected program of study.

#### ATS PROCEDURES

1. The student submits an ATS degree proposal in writing to the College. For additional information about the ATS proposal and approval process, students should contact an academic advisor.
2. At least 30 credits of the ATS degree must be completed after the date the degree plan is approved by the chancellor.
3. An academic advisor will be assigned to counsel and guide the ATS student through degree completion.

#### **Certificate of Achievement (CA)**

Certificate of Achievement (CA): A college credential for students who have successfully completed designated medium-term career and technical education credit course sequences that provide them with entry-level skills or job upgrading. These course sequences shall be at least 24 credit hours, but may not exceed 51 credit hours (unless external employment requirements exceed this number).

Appropriate to the CTE program, the CA may include General Education courses that meet industry requirements. The issuance of a Certificate of Achievement requires that the student's work has been evaluated and stated outcomes have been met. The issuance of a Certificate of Achievement requires that the student must earn a cumulative 2.0 GPR ("C") or higher for all courses required in the certificate. Some certificate programs may have additional requirements.

#### **Certificate of Competence (CO)**

A certificate of competence (CO) is a college credential for students who have successfully completed a sequence of career-technical education courses within a Board of Regents (BOR) approved Career and Technical Education (CTE) program that has been identified as fulfilling an employable set of skills recognized by Business and Industry. CO may be awarded for successful completion of a sequence of non-credit CTE instruction. The issuance of a Certificate of Competence requires that the student's work has been evaluated and stated outcomes have been met. The issuance of a Certificate of Competence requires that the student's work meets or exceeds competencies necessary for employment (e.g., a sequence of courses resulting in a student's competence to be employed as an automotive "brake technician" or "air conditioning technician"). Credit course sequences shall be at least four credits and less than 24 credit hours and may include General Education courses appropriate to industry requirements. Non-credit course sequences shall be equivalent in instructional time as described in UHCCP #5.228 Credit Hour. In a credit course sequence the student must earn a cumulative 2.0 GPR ("C") or higher for all courses required in the certificate. In non-credit course sequence, the student's work must be evaluated to be equivalent to a 2.0 GPR or higher.

**Advanced Professional Certificate (APC)**

An advanced professional certificate (APC) is a college credential for students who have successfully completed the associate-level degree, designated medium-term credit/non-credit career and technical education courses, or the equivalent that has provided the student with skills and competencies for gainful employment beyond entry-level positions. The advanced professional certificate is designed for transfer directly into a baccalaureate program or for industry professionals seeking industry/occupation-specific skills. Credit course sequences shall be at the upper division course level and contain at least 18 credits and no more than 30 semester credits. The issuance of an Advanced Professional Certificate requires that the student's work has been evaluated and that stated competencies have been met.

**Cooperative Internship Education**

Cooperative internship education integrates academic study with periods of planned and evaluated work experience related to students' educational objectives. Students receive academic credit and may or may not receive financial remuneration from their employers. The general objectives of cooperative internship education are:

1. To provide planned and evaluated work experiences that will enhance the integration of theory learned in the classroom with the practical aspects of the work situation.
2. To provide planned and evaluated work experiences such as learning how to work, selecting appropriate career goals, and learning to work with others.
3. To develop helpful employment contacts and references.
4. To provide opportunities to earn money to defray college expenses. The college assists in job training placement. Students receive academic credit, from one to four credits per semester, and may or may not receive financial remuneration from their employers. No more than a total of eight credits may be counted toward a certificate or associate degree.

Programs that offer cooperative internship include accounting, legal secretary, marketing, paralegal, hotel/restaurant operations, and new media arts. For additional program information, students should see the appropriate department chair. Credits are awarded as follows: 1 hour per week seminar for 1 credit and 3 hours per week work experience per credit.

**Graduation and Persistence Rates**

The College's graduation and persistence rates are available to the public at the following website:  
<http://go.hawaii.edu/8g>