Awarding of Degrees and Certificates

Purpose:

The purpose of this policy is to describe the HawCC's procedures for graduation and for the awarding of degrees and certificates.

Background:

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

Relevant Policies:

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

Procedures:

The HawCC will verify that students have successfully met or will meet program requirements for an academic credential in one of the following three ways:
1. The student is currently enrolled and meets program requirements for an academic credential (pending successful completion of courses taken that semester).
2. The student completed associated certificate(s) while pursuing a declared program of study.
3. The student is currently attending another UH campus and has completed all the program requirements for the Associate in Arts degree at Hawai'i Community HawCC (Reverse Transfer).

Students are notified by the Registrar's Office of their successful completion of program requirements and the academic credential will be noted on their academic record. Students may request to opt out.

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[1] New Policy

Students who do not want the credential noted on their transcript (opt out) must notify the HawCC by the deadline published in the HawCC catalog. To opt out, students must do the following:

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

Students may be offered the opportunity to participate in the commencement ceremony and/or receive a diploma or certificate identifying the academic credential. If applicable, students will pay a fee as established by the HawCC and abide by HawCC deadlines. (UHCCP #5.205)

Students who wish to opt-out of having their degree or certificate noted on their transcripts must complete a Request to Opt Out of Notation of Credential form. The completed form must be submitted to the Admissions & Records Office in Hilo or to the Palamanui Student Services Office in West Hawaii by the published deadline.

Students who wish to order a diploma or certificate may do so by submitting the Diploma/ Certificate Order Form - to the Admissions & Records Office in Hilo or to the Palamanui Student Services Office in West Hawaii - by the published deadline. Students may choose to have their diploma printed in English or Hawaiian. Each diploma or certificate costs $15.00. Payment is made at the time of order and is non-refundable. If students do not meet the requirements for the semester, the payment may be applied to order the same degree or certificate in the future. Students will be charged the difference if there is an increase in the cost of the diploma.

Graduation ceremonies are conducted at the close of the spring semester. Graduates from the previous summer session and fall semester are invited to participate in the ceremonies. Students should be aware that course grades are finalized after the graduation ceremonies. Therefore, participation in the ceremonies does not guarantee that students have officially completed their program requirements.

Issued by Joni Onishi, Interim Chancellor