

COLLEGE POLICIES & REGULATIONS

ACADEMIC REGULATIONS

Pa'a 'ia iho i ka hoe uli i 'ole e ka i ke ko'a.

(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 of Kapi'olani will help students maintain a steady course toward the completion of their educational goals.

ACCEPTANCE OF TRANSFER CREDITS & PRIOR-LEARNING CREDITS

Kapi'olani students transferring from other institutions may request an evaluation of their previous academic records for the purpose of transferring credits. Only courses with a grade of D (not D-) or higher may be transferred.

Credits from institutions accredited by U.S. regional accrediting associations may be accepted for transfer. Credits earned at institutions accredited by other recognized U.S. accrediting associations may be accepted for courses applicable only to certificates and A.S. degrees. Decisions are made by the appropriate Kapi'olani instructional 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 as part of the KCC grade point ratio. The final 12 credits applicable to a degree or certificate must be earned at Kapi'olani.

Students needing an evaluation of their previous credits for transfer to KCC must complete a Request for Transcript Evaluation Form at the Kekaulike Information and Service Center (KISC) or online at www.kcc.hawaii.edu/support/forms/index.htm and have transcripts of previous work sent directly to KISC.

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.

College Board Advance Placement Exams (AP) and the College Level Examination Program (CLEP): Criteria for awarding credits via AP and CLEP are available at the Kekaulike Information and Services Center (KISC). To apply, students should have an official transcript of examination results sent to that office and complete a Request for Transcript Evaluation form.

Kapi'olani Community College Credit by Examination: Students who present evidence of having attained, through experience or

training, the equivalent competencies of a course offered at Kapi'olani Community College may apply for credit by examination. A course may be challenged only once, and some courses may not be challenged through this process. Students approved for this option must register for the examination section of the course at the KISC. Registration must be completed by the end of the sixth week of the semester or the first two weeks for modular or summer classes. Tuition and fees for these classes are the same as for other classes. Credits enrolled or earned through credit by examination are not counted in determining full- or part-time status and may not be used to meet the last 12-credit residency requirement of the chosen major, unless the requirement is waived by the departmental dean. More information and applications may be obtained from the chair of the instructional department offering the challenged course.

Course Evaluations: Credits may be awarded for courses or training completed outside the college setting. Generally, credits are awarded for courses applicable only to certificates and Associate in Science Degrees. Students should have an official transcript sent to KISC and complete a Request for Transcript Evaluation form.

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'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 KISC and complete a Request for Transcript Evaluation form.

The Life/Learning Experience Assessment Program (LEAP): Students who have acquired knowledge and skills through experiences other than traditional class work may qualify for college credit through LEAP. They should submit a portfolio documenting these attainments. If they meet the competency requirements of courses offered at Kapi'olani, they may be awarded credits for those courses. Competency in the theory and application of subject matter will be expected. More information about the program may be obtained from the coordinator at 734-9145.

POLICIES GOVERNING THE COLLEGE CREDIT EQUIVALENCY PROGRAM

1. The various forms of credit evaluation are available only to 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 last 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 will be granted only toward a student's declared major and 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 courses and outlined in college-wide and/or associate degree-level statements.

CHANGES TO PROGRAM OF STUDY

Students wishing to change their major to a program other than Health Education and Legal Education, or New Media Arts may do so by submitting a Change of Major form to the Kekaulike Information and Services Center (KISC). The form is available at that office or from an academic advisor. Information on procedures for applying to the Emergency Medical Services, Health Sciences, Legal Education, Nursing, and New Media Arts programs is available at KISC. Those who change majors must meet all requirements for 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 satisfactory 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. Such work may carry credit (usually three hours in laboratory, three or four hours in clinical, or one credit in fieldwork), or it may not. 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. Some classes offer a variable number of credits.

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 A.S. degree or certificate may decide that certain required courses that were taken in the past must be retaken. The respective department chair will make any decision regarding the retaking of a course to meet program requirements. The decision of the respective department chair is final.

Repetition of Courses: Students may repeat college courses in which they received a grade lower than a "C". The credit will be allowed once for a course, but students will receive the higher grade and grade points. If students repeat courses for which they received a "C" or higher grade, credit will be allowed once and the students will receive the earliest "C" or higher grade and grade points. Students may repeat certain courses for additional credit if this option is indicated in the course description. Permission to repeat selected courses may be subject to specific program requirements. Students who intend to transfer are reminded that many colleges and universities do not permit the substitution of higher 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 obtain the Graduation Exception Request form from an academic advisor.

HAWAIIAN OR SECOND LANGUAGE BACK CREDITS:

Students placed above the 101 (or the corresponding newer 3-credit course emphasizing oral proficiency) level in Hawaiian, American Sign Language or foreign languages offered at Kapi'olani Community College (KCC) 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 grade 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 KCC back credit policy went into effect in Fall 2001. Any classified student at KCC may apply for back credits in language. The back credits will count toward KCC's degrees and certificates.

Note: UHM allows back credits only to those students who entered the UH system in Fall 2001 or later, or who have chosen to graduate under the UHM General Education Requirements adopted in Fall 2001. Other colleges or universities in the UH system and elsewhere may have different policies regarding back credits or policies that may prevent the transfer of KCC back credits.

2. **Placement Examination:** See "Language Placement Testing" in this catalog for information on placement testing.
3. **Bilinguals:** Bilinguals and native speakers are eligible for back credits, providing they complete with a "C" or higher an appropriate post-202 language course. Students should contact the Language Arts Chair for a list of courses above 202 that may be available in language taught at KCC.
4. **Study Abroad:** Students may apply for back credits after taking appropriate study abroad courses above 101 offered by KCC or by the UH 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 UH system or in high school, including those courses for which AP credits have been granted by KCC. (See "The College Credit Equivalency Program" for information on AP credits.)

7. Languages Not Taught at KCC: Students awarded waivers from the foreign language requirement based on proficiency in languages not taught at KCC are not eligible for back credits.
8. ESOL Students: Those interested only in a waiver from the language requirement must receive confirmation, from the Language Arts department, that their language proficiency is above the 102 level.
9. Number of Language: Back credits may be earned for only one language.
10. Number of Credits: A student 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 A.A. degree.

11. Petition Forms: Back credits will not be awarded automatically and those interested in obtaining back credits must initiate the process. Forms for back credits requests are available through language course instructors or Language Arts department offices.

GRADING POLICIES AND GRADES

Final grades are made available to students about a week after the final examination period ends through <http://myuhportal.hawaii.edu>. 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 Information and Service Center, ʻIlima 102, telephone (808) 734-9555 for more information.

GRADING OPTIONS

Students must indicate the grade option to be used for each class at the time of registration. The grade option may not be changed after the last day for official withdrawal from the class. If the student does not select a grade option, the default grade option will be used.

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

Credit/No Credit Option: The credit/no credit option encourages students to broaden their educational experience by taking courses outside their fields of study without risking a possibly low grade. The CR (credit) designation denotes C-caliber work or better. Students may choose to take courses on a credit/no credit basis, provided that the course is not part of the general education and major requirements. (Some required courses, however, have mandatory credit/no-credit grading.)

Credit by Exam: Students who present evidence of having attained, through experience or training, the equivalent competencies of a course offered at Kapi'olani CC 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.

Audit Option: Auditing allows a student to take a class for informational instruction only and NO credit with the consent of the instructor. Auditors generally do not take course examinations, and the extent of their classroom participation is at the discretion of the instructor.

GRADES AND OTHER GRADING SYMBOLS

A	Excellent achievement
B	Above average achievement
C	Average achievement
D	Minimal passing achievement
F	Failure
I (w/grade)	Incomplete, the student has not completed all required course work (See below)
CE	Credit by Exam
NCE	No credit awarded by Credit by 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 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
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

INCOMPLETE GRADE

A student who cannot complete some part of the work for a course due to prolonged illness of the student or because of some serious circumstances beyond the student's control, may receive an 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.

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. (A student should NOT re-register for the course in order to remove the Incomplete.) Incomplete work must be made up within the first ten weeks of the following semester. If an incomplete is not removed within the time limit, the Incomplete grade will automatically be converted in the student's academic record (transcript) at the end of the ten-week period to the grade initially submitted with the "I" by the instructor.

APPEALS

If a student wishes to appeal an assigned grade, the student should first discuss the concerns with the instructor of the course. If desired, the student may further appeal to the Department Chair, the respective Assistant Dean of Instruction, and the Chancellor, in that order.

RETROACTIVE GRADE CHANGE

A retroactive grade change is a change in an officially recorded grade. A grade becomes officially recorded when the Registrar so stipulates. 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 of a retroactive grade change. The change must also be approved by the instructor's department chair and by the Assistant Dean of Instruction for the department. Requests for retroactive grade 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). (Nontransfer courses are excluded.) The list is usually published in the *Kapi'ō*, the school newspaper, once a year at the end of summer.

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.

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.

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.

Academic Dismissal: Students are dismissed when they have been previously suspended and have failed, on readmittance, to maintain a term GPR of at least 2.0 in a probationary semester following suspension. However, students dismissed at the end of the spring semester may attend the first or second Summer Session immediately following the spring semester. 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 special circumstances. The academic suspension may be waived by an academic counselor, and the academic dismissal, by the Dean of Student Services.

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 Community Student Conduct Code. Kapi'olani Community College has a Code of Student Conduct that defines expected conduct for students and specifies those acts subject to University sanctions.

Student Conduct Committee: Students should become familiar with the Code of Student Conduct. As UH/Kapi'olani Community College students, their conduct is subject to the policies and regulations of the University and its duly constituted bodies. Disciplinary authority is exercised through the Student Conduct Committee. The committee follows procedures for hearing allegations of misconduct. Copies of the Student Conduct Code are available at the Office of the Dean of Student Services, 'Ilima 205.