

## 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.

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 UH 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 writeups 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 (1) is disrespectful, offensive, and/or threatening; (2) interferes with the learning activities of other students; (3) impedes the delivery of college services; and/or (4) has a negative impact in any learning environment-including department and staff offices, the library, the Computing Center, 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 the provisions of the Student Conduct Code. The code stipulates that the provost 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, please refer to the Student Conduct Code available at the Office of the Dean of Student Services, 'Ilima 205.

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

**Smoking:** In accordance with the state's No Smoking Act, Act 108, SLH 1976 and Act 245, SLH 1987, and University Policy, smoking is prohibited in any of the classrooms, laboratories, conference rooms, and other covered structures of the College.

**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 Dean of Student Services, '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 Dean of Student Services, 'Ilima 205.

## 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 more information, please contact the Office of the Dean of Student Services or the Personnel Officer.

## GRIEVANCES

The process of addressing allegations of misconduct or acts of discrimination is described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures and in CCCM No. 2210 UH Community College Procedure and Guidelines Relating to Complaints of Discrimination. Copies are available at the Student Services Office, 'Ilima 205.

Concerned students may first attempt to resolve the grievance on an informal level with the faculty member. 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, appeal to the Office of Dean of Instruction may be made. If satisfactory solution is still not reached, students have the right to request a hearing before the Academic Grievance Committee, a body of faculty and students. The decisions of the Academic Grievance Committee are final within the University.

Copies of the academic grievance procedures are available in the Office of the Dean of Student Services. Students may also file complaints of discrimination with the Office of Civil Rights, Region X, Henry M. Jackson Federal Bldg., 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Telephone: (206) 220-7900. FAX: (206) 220-7887.

## 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 Dean of Student Services. Support services and auxiliary aids are offered through the Special Student 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 Mary Joan Haverly, Counselor, 'Ilima 105, Kapi'olani Community College, 4303 Diamond Head Road, Honolulu, Hawai'i 96816. Phone: 734-9552 (V/T)

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
- 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 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 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (disability); Hawai'i Revised Statutes, Chapter 76, 78, 378 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, physical or mental handicap, marital status, arrest and court record). The UH 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 Personnel Officer/EEO Coordinator (734-9575), 'Ilima 208.

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

Mona Lee, Dean of Student Services (Education/Civil Rights matters) 734-9522, Kapi'olani Community College, 4303 Diamond Head Road, Honolulu, Hawai'i 96816.

Personnel Director (Employment matters) 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 handicap, physical handicap, disability, marital status, veteran's status, or arrest and court

record may file a complaint with the Personnel Officer, 734-9575, 'Ilima 208A. The Personnel Officer will explain the available avenues of recourse and direct the person to the appropriate Hearing Officer.

The process of addressing allegations of discrimination are described in CCCM No. 2210 UH Community College Procedure and Guidelines Relating to Complaints of Discrimination and in campus Section 504 Grievance procedure. Copies are available at the Office of the Dean of Student Service, '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) 220-7920 FAX: (206) 220-7887.

## 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 Dean of Student Services. The procedure for the Sexual Assault Prevention Program can be obtained from the Office of the Dean of Student Services. For more information, please contact the Office of the Dean of Student Services 'Ilima 205 (734-9522).

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at the University of Hawai'i Kapi'olani Community College are hereby notified of the following: It is the policy of Kapi'olani Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify them of the time and place for the inspection. If the records are not maintained by the University official to whom the request was submitted, that official shall direct students to the appropriate party.

2. The right to request an amendment to education records that a student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested, it will notify students of the decision and advise them of their right to a hearing. At that time, additional information regarding the hearing procedures will be provided to the students.

3. The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

An exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school officials in performing their tasks. School officials have a legitimate educational interest if they need to review a record to fulfill a professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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
5. Institutional policy and procedures required under FERPA have been published as Administrative Procedure A7.022 Procedures Relating to Protection of the Education Rights and Privacy of Students. Copies of Administrative Procedure A7.022 may be obtained from the Office of Dean of Students, 'Ilima 205, Kapi'olani Community College.
6. Directory Information: Certain personally identifiable information is considered by the University to be directory information and, in response to public inquiry, may be disclosed without prior consent-unless students inform the University that they do not want the information disclosed.
  - a. Name of student
  - b. Local address, zip code, and email address maintained in the campus locator printout
  - c. Local telephone number maintained in the campus locator printout
  - d. Major field of study
  - e. Educational level
  - f. Facts of participation in officially recognized activities and sports
  - g. Weight and height of members of athletic teams
  - h. Dates of attendance
  - i. Most recent educational institution attended
  - j. Degrees and awards received

- k. E-mail address
- l. Enrollment status (full-time or part-time)

Students have the right to request that all of the above items not be designated Directory Information. Should they wish to exercise this right, they must, in person and in writing, not earlier than the first day of instruction nor later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a Summer Session, inform the Registrar about which of the items are not to be disclosed without their prior consent. Requests should be submitted at the KISC counter in 'Ilima 102.

- 7. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him/her without the prior written consent of the son, daughter, or spouse.

## DEGREE AND CERTIFICATE PROGRAMS

### ASSOCIATE IN ARTS (AA) DEGREE

The Associate in Arts (A.A.) degree is a two-year liberal arts degree, consisting of at least 60 semester credits, which provides students with skills and competencies essential for successful completion of a baccalaureate degree.

### ASSOCIATE IN ARTS (AA) DEGREE REQUIREMENTS

The requirements for the Associate in Arts degree are:

- 1. Required credit hours: 60 credits in courses numbered 100 or higher as listed in the Liberal Arts program.
- 2. Minimum cumulative grade point ratio: Student must have a cumulative grade point ratio of 2.0 ("C") or higher for all courses applicable toward the degree.
- 3. Course selection: As described under the Liberal Arts program.

### ACADEMIC SUBJECT CERTIFICATE

An Academic Subject Certificate is a college credential awarded to students who have successfully completed a specific set of credit courses from the A.A. curriculum. The issuance of the certificate requires a GPR of 2.0 ("C") or higher for all courses required for the certificate. The certificate is designed to fit within the structure of the A.A. degree and shall be at least 12 credit hours.

Students should note that baccalaureate degree requirements do vary and should make an appointment to meet with their academic counselor for details.

### AA DEGREE STUDENT LEARNING OUTCOMES – GENERAL EDUCATION ACADEMIC SKILL STANDARDS

The following academic skill standards for critical thinking, information retrieval and technology, oral communication, quantitative reasoning, and written communication represent the minimum outcomes expected of students who have completed their general education experiences. Each course included in the general education curriculum should address at least one of these academic skill standards.

**Critical Thinking:** Critical thinking, an analytical and creative process, is essential to every content area and discipline. It is an integral part of information retrieval and technology, oral communication, quantitative reasoning, and written communication. Students should be able to:

- 1. Identify and state problems, issues, arguments, and questions contained in a body of information.