Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM’s are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

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WINDWARD COMMUNITY COLLEGE  
Academic Affairs  
TRANSCRIPT AND DIPLOMA REVOLVING FUND

1. Purpose:  
To establish campus procedure for the administration of the Transcript and Diploma Revolving Fund.

2. Policy Reference:  
a. Hawai‘i Revised Statutes, Sec. 304-8.3, "Transcript and Diploma Revolving Fund".  
b. UH Accounting Manual Instruction 4251, "Fees for Student Transcripts or Records," and 4252, "Release of Student Transcripts with Delinquent Financial Obligations".  
c. Board of Regents Minutes, April 14, 1966, "Community College Student Fees".

3. Applicability:  
This policy applies to all who collect fees for transcript and/or diploma, or expand funds from the Transcript and Diploma Revolving Fund.

4. Procedures:  
a. Collection of Fees  
1) Transcript: As provided by UH Accounting Manual Instruction 4251, a one dollar ($1.00) fee shall be charged for each copy of a transcript or record of student grades and credits earned, prepared on behalf of and ordered by a student, to be sent outside of the UH System.
   a) Students requesting transcripts shall prepare a Request for Transcript form available at the Registrar's Office, and submit it to the Business Office.  
   b) The Business Office shall check whether applicant has any outstanding financial obligations.  
   c) If there is no outstanding financial obligation, the Business Office will process the request -- (1) assess $1.00 for each copy requested to be sent outside the UH System and for personal use (There is no fee charged for transcripts to be sent to other UH campuses); (2) enter the fee assessed (or NO CHARGE) on the request form; (3) issue a Temporary Receipt to the student and validate the request form; and (4) return the validated request form to the Registrar's Office.  
   d) If there is an outstanding financial obligation, the Business Office shall inform the student and if no restitution is made, indicate it on the request and process the request as follows. Refer to BMI 4252, "Release of Student Transcripts with Delinquent Financial Obligation".  

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      d) If there is an outstanding financial obligation, the Business Office shall inform the student and if no restitution is made, indicate it on the request and process the request as follows. Refer to BMI 4252, "Release of Student Transcripts with Delinquent Financial Obligation".
e) The Registrar's Office shall, within 7 working days upon receipt of the validated request, (1) prepare the requested number of certified copies; (2) enter on the request form the date transcript was sent; and (3) mail the transcript by campus mail if within the UH System or by first class mail if outside the UH System as requested by the student.

2) Graduation: As authorized by the Board of Regents on April 14, 1966, there is a $5.00 diploma fee assessed for each diploma or certificate requested by the student for which he/she has qualified.

a) A student applying for graduation sees a counselor for certification of eligibility for graduation. This certification is based upon courses completed and upon the presumption of successful completion of courses in process at the time of the application to graduate or courses planned for the following semester.

b) The student submits the certification to the Registrar's Office and fills out the Application for Graduation form and pays the required fee at the Business Office.

c) The Registrar's Office shall review the student's records to determine eligibility for the requested diploma or certificate.

d) Upon verification of eligibility, the Registrar's Office shall prepare the Application for Graduation, and refer it to the Business Office for payment of fees.

e) The Business Office shall collect the fee, validate the form and issue a Temporary Receipt, and return the form to the Registrar's Office.

f) The Registrar's Office shall initiate the preparation of the appropriate certificate or diploma for issuance at the appropriate or designated time.

b. All fees collected shall be deposited into the Transcript and Diploma Revolving Fund.

c. Expenditures: As authorized by Act 189, SLH 1974, this fund was established specifically "to defray the cost of transcripts and diplomas". Authorized expenditures include, but are not limited to, cost of printing forms, lettering, purchasing the Seal, copying, postage and stationary, storage files and equipment, student help and other such expenses that can be properly identified. It shall not be used to defray graduation expenses such as the printing of programs, tickets, invitations, or leis. The Dean of Student Services has the authority to expend from this fund.

5. Effective Date:

This policy is effective August 1, 1995.

[Signature]
Peter T. Dyer
Provost