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This Policy is no longer active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.

Angela Meixell
Chancellor

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REGISTRATION LIMITS

1. Purpose:

The purpose of this policy is to set forth limits on the maximum number of credits students may enroll in each semester, and the number of times a person may repeat registering for a course. The intent of this policy is to ensure students have equal access to available classes.

2. Policy:
   a. During the Early and Regular Registration periods, a student is permitted to register for a total of 17 credits.
   b. A student with a WCC grade point average above 2.0 may request permission to carry more than 17 credits per semester by submitting a Petition to Overload. This petition must be supported by the student's academic adviser and approved by the Dean of Student Services.
   c. With an approved Petition to Overload, a student may register for the additional credits (above 17) during the Late Registration period. Student shall pay the required course change fee when registering during the Late Registration period.
   d. Registration in excess of 17 credits is not permitted for first semester students.
   e. Registration in excess of 12 credits is not permitted for students on academic probation.
   f. A student may register to repeat any course. Students who want to register in a course they have already repeated, may do so only during the Late Registration period.
   g. Under no circumstances shall a student be allowed to register for more than 24 credits in any semester.

3. Procedures:

For purposes of implementing this policy, the following procedures shall apply:
   a. The student is required to meet with his/her academic adviser. If the academic adviser finds that the student's request to take more than the credit limit is warranted due to extenuating circumstances, then a Petition to Overload is submitted by the student to the academic adviser who shall affix his/her signature and comments.
   b. The academic adviser shall forward the Petition to Overload to the Dean.
   c. The approval or disapproval of Petition to Overload shall be made by the Dean of Student Services.

4. Effective Date:

This policy is effective as of August 1, 1995.

Attachment: Petition to Overload
Windward Community College

Petition to Overload

Name: ___________________________ Date: ___________________________
(Last, First, Middle Initial)

Social Security Number: _______ - _______ - _______ Major: ___________________________

This is a request that I be permitted to take a load of _____ credits during the _______ semester due to the following extenuating circumstance(s):
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

(Student's Signature) (Date)

(To be completed by Academic Adviser)

Student's Cumulative GPA _______ Last Semester GPA _______
Academic Standing: Good [ ] UAP [ ] Recommendation: Yes [ ] No [ ]
Comments:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

(Academic Adviser's Signature) (Date)

(To be completed by Dean)

Approved [ ] Denied [ ]

(Dean's Signature) (Date)