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This Policy is no longer active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

Angela Meixell. Ed.D.
Chancellor
Windward Community College
45-720 Kea'ahala Rd.
Kaneohe, HI 96744

www.wcc.hawaii.edu
PROCEDURES FOR ESTABLISHMENT OF CERTIFICATE OF COMPLETION AND CERTIFICATE OF ATTENDANCE COURSES OR SEQUENCES

1. **Purpose:**

   To establish campus procedures for the establishment of those certificate courses or sequences not requiring approval of the Board of Regents.

2. **Policy References:**

   a. Chancellor for Community Colleges Memorandum #6200 (CCCM June 27, 1980)
   
   b. Board of Regents Bylaws and Policies, Chapter 5, Academic Affairs (October 20, 1978) (Copy in Library)

3. **Procedures - Certificate of Completion**

   a. The Provost, after preliminary discussions with executive staff, faculty likely to be teaching course sequence, and other appropriate personnel, directs that a proposal for a Certificate of Completion be prepared by the Office of the Dean of Instruction.
   
   b. The Office of the Dean of Instruction, with assistance from representative faculty, staff, and appropriate business, industry, and/or agency personnel, prepares the proposal for Certificate of Completion following the format and content structure as contained in CCCM #6200 (June 27, 1980).
   
   c. The Dean of Instruction consults with the Faculty Senate Curriculum and Academic Affairs Committee, requesting review and recommendation through the normal Faculty Senate procedures. When consultation is complete, the Dean of Instruction transmits the final version of the proposal to the Provost and includes the final recommendations and advice of the Faculty Senate.
   
   d. The Provost reviews the proposed Certificate of Completion course sequence, and approves it if it is to be offered. If the Certificate is not part of an existing BOR approved program, the Provost forwards the proposal, with Provost's recommendation, to the Chancellor for Community Colleges for further approval action.
   
   e. Certificate of Completion program proposals which receive the required approval are filed in the Office of the Dean of Instruction with a copy filed with the Dean of student Services.
   
   f. Upon approval at proper level, the Dean of Instruction prepares a description of the Certificate of Completion course sequence, explaining briefly the outcome of the instruction, such that the description is suitable for insertion in the College catalog.
   
   g. Any new courses which need to be developed in order to offer the Certificate of Completion are subject to established faculty procedures for new course review and recommendation. New courses shall be subject to the requirements of the CCCM #6100 (Policies and Procedures for Approval of New and Modified Courses) and may not be offered until approved under that procedures.
4. **Procedures - Certificate of Attendance:**

   a. The Provost, after preliminary discussion with the Dean of Instruction and faculty likely to be teaching course, directs the faculty member teaching the course to prepare a one-page memorandum justifying the purpose and need to acknowledge students attendance by issuance of a Certificate of Attendance.

   b. The faculty member submits a memorandum to Provost, who then approves, if warranted, the issuance of the Certificate of Attendance.

5. **Issuance of Certificate of Completion:**

   a. The Registrar shall be responsible for the preparation of the Certificate of Completion. Students must make applications for the Certificate to the Registrar at least six weeks prior to termination of the course sequence. The Registrar shall then provide the Dean of Student Services a list of those students eligible to receive certificates. The Office of the Dean of Student Services shall verify the completion of the course sequences leading to a Certificate of Completion and so advise the Office of the Registrar.

   b. The Registrar shall prepare the Certificate in the format required under CCCM #6200, impress the Certificate with the seal of the College, forward it to the Provost for signature, and upon signature, make the Certificate of Completion available at graduation or on request to the student.

   c. The charge to the student for the Certificate of Completion shall be established by the Board of Regents for degrees and certificates (currently five dollars).

6. **Issuance of Certificate of Attendance:**

   The procedure is pending the establishment of the first College sponsored Certificate of Attendance course.

7. **Effective Date:**

   This policy is effective as of August 1, 1995.

   [Signature]

   Peter T. Dyer
   Provost

Attachment: CCCM #6200
SUBJECT: Policies, and Procedures, and Processes for (1) Certificate of Completion Sequences and (2) Certificate of Attendance Courses or Sequences

A. References:

1. UH BOR Bylaws and Policies, Chapter 5, Academic Affairs, 10/20/78.

B. Background and Purpose: The purpose of this memo is to define Certificate of Completion Sequences and Certificate of Attendance Courses or Sequences and to outline procedures for their authorization. These types of certificate courses or sequences do not require approval by the Board of Regents.

C. Definitions:

1. Certificate of Completion

   A college credential for students who have successfully completed designated short-term credit courses or course sequences which provide them with job upgrading or entry level skills. These course sequences may not exceed 23 credit hours and must include an evaluation of student achievement (passing grade or equivalent).

2. Certificate of Attendance

   An unofficial document for students who have attended credit or non-credit courses or activities which do not meet the Certificate of Completion criteria. This document does not certify that student performance has been evaluated.

D. Responsibilities, Procedures, Criteria, and Format:

1. Certificate of Completion as a Part of an Existing BOR Approved Program.

   a. Provost develops campus procedures.

   b. Provost approves proposal and informs Chancellor, specifying credit hours and criteria for completion (grade point, etc.)

   c. Criteria: 3-23 credit hours, passing grade or better.

   d. Format: Attachment B-I.
2. Certificate of Completion Not a Part of an Existing BOR Approved Program.
   a. Provost develops campus procedures.
   b. Provost reviews, and as appropriate, recommends to the Chancellor proposals (in Attachment A format).
   c. Chancellor approves.
   d. Criteria: 3-23 credit hours, passing grade or better.
   e. Format: Attachment B-I.

3. Certificate of Attendance
   a. Provost develops campus procedures.
   b. Provost approves.
   c. Criteria: No credit required, attendance for course.
   d. Format: Attachment B-II.

E. Revision:

1. Page 1.b.1., Community College Curriculum Handbook, 8/76.

   [Signature]
   Dewey H. Kim

Attachments
Certificate of Completion, New Course or Course Sequence Proposal (for course sequences outside of existing approved programs)

Format and Contents

I. Introduction

1. Name of College, Date of proposal.
2. Name of course or course sequence, Date of proposed implementation.

II. Objectives and Need for Course or Course Sequence

1. Objectives—occupation for which the courses will provide training. Specific skills to be taught.
2. Need—Manpower projections, special study, or other authoritative data indicating need for trained persons in field.
3. Duration—Will this course or course sequence continue to be offered indefinitely or for a limited period of time? If the latter, for how many semesters or years do you anticipate offering this Certificate of Completion?
4. Target group—number of students projected to enroll in and complete courses each semester or year. Is there student demand for training? Document answer. Will any special group be served (disadvantaged, handicapped, etc.)?
5. Is this course or course sequence or one similar to it offered at any other college in the system? If so, discuss the similarities and differences between the course offerings.
6. Reason for offering this course or course sequence at this college.
7. Have alternatives been considered: e.g., why are new courses not included in a C.A. or A.S. program? Why is this the best alternative?

III. Description of Course or Course Sequence

1. Curriculum: Required and recommended courses. Specify total number of credit hours required to earn certificate. Provide brief description of each required course, indicating the specific skills which are to be taught.
2. Methods of instruction,
3. Examinations: Performance, written or oral,
IV. Resource Requirements

1. Courses listed in III,1 above which are not currently offered by the college.

2. Additional staff required. Qualifications required. Are qualified people available? If no additional staff are required, indicate qualifications and utilization of existing staff.

3. Additional facilities or equipment required. If none required, how will existing facilities and equipment be utilized?

4. Budget—Show cost of offering the C,C, by budget categories for a five year period (less if duration is less). Show source(s) of funds, including, for reallocations, other services or activities which will be reduced to support offering this C.C.

5. Faculty work assignment guidelines; anticipated minimum and average class size, student/faculty ratios, and weekly instructional contact hours.

V. Measures of Course or Course Sequence Effectiveness

1. Anticipated average time for course or course sequence completion, number of students to complete course or course sequence annually.

2. Percentage goals for placement of graduates and for passing any required vocational or professional examination. (Where relevant)

3. Methods of faculty evaluation,
I. Certificate of Completion:

Recommended form:

Honolulu Community College
University of Hawaii

This is to certify that

____________________________________________________

has satisfactorily completed ___ credit hours in

____________________________________________________

and is hereby awarded this

CERTIFICATE OF COMPLETION

Honolulu, Hawaii

[Seal]

Date

Provost

Paper or wallet card should include the following information:

a. Name of College
b. Certificate of Completion
c. Course Name
d. Number of Credit Hours
   "Satisfactorily" Completed
e. Name of Student
f. Signature of Provost

This certificate may carry the seal of the community college.

II. Certificate of Attendance:

Recommended form:

Kapiolani Community College
University of Hawaii

This is to certify that

____________________________________________________

has attended a ___ hour course in

____________________________________________________

[Signature of Instructor]

[Signature of Provost]

Date

Paper or wallet card should include the following information:

a. Name of College
b. Certificate of Attendance
c. Course Name
d. Name of Student
e. Name of Instructor
f. Name of Provost

This certificate will not carry the seal of the college or the University.
Certificate of Completion: \((B-1)\)

Recommended form:

Honolulu Community College  
University of Hawaii

This is to certify that

__________________________________________
has satisfactorily completed ____ credit hours in

__________________________________________

and is hereby awarded this

CERTIFICATE OF COMPLETION

Honolulu, Hawaii

Date

Provost

Paper or wallet card should include the following information:

a. Name of College  
b. Certificate of Completion  
c. Course Name  
d. Number of Credit Hours  
  "Satisfactorily"  
  Completed  
e. Name of Student  
f. Signature of Provost

This certificate may carry the seal of the community college.

Certificate of Attendance: \((B-II)\)

Recommended form:

Kapiolani Community College  
University of Hawaii

This is to certify that

__________________________________________
has attended a ____ hour course in

__________________________________________

Instructor

Provost

Date

Paper or wallet card should include the following information:

a. Name of College  
b. Certificate of Attendance  
c. Course Name  
d. Name of Student  
e. Name of Instructor  
f. Name of Provost

This certificate will not carry the seal of the college or the University.