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This Policy is no longer active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
WINDWARD COMMUNITY COLLEGE
Student Services

LIMITATIONS ON THE NUMBER OF HOURS AND THE DURATION OF STUDENT EMPLOYMENT

1. Purpose:

The purpose of this policy is to establish a limitation on maximum number of hours that part-time students may work per week, and a limitation to the length of time that a student may be employed in the College's student employment program.

Student employment with the University of Hawai'i is considered a form of financial aid. Because financial aid is not limitless, and as many students as possible should be given an opportunity for that aid and for the training that certain campus jobs offer, the employment of students on campus should have both time and credit limits in addition to the prescribed academic standards imposed by the campus. In addition, University of Hawai'i policy provides that full-time students shall have preference over part-time students in the awarding of financial aid and student employment. The College believes that full-time students are more likely to need the convenience of on campus employment; part-time students may more easily work in the community.

2. Policy:

a. Hours Per Week: Full-time students (enrolled in 12 credits or more) may work a maximum of 20 hours per week when classes are in session and a maximum of 40 hours per week during the recess between fall and spring semester during spring vacation, and the summer session if employment is authorized.

The registration status of student employees will be monitored each semester after the third week of classes (the "erase" deadline) and, again, after the "withdrawal" deadline for the regular semester (the tenth week). Student employees whose status has changed from full-time to part-time will have their working hours reduced accordingly for the remainder of the semester.

Student eligibility for summer employment will be based on the student's status as of the end of the spring semester.

b. Duration of Employment: The MAXIMUM length of time a student may be eligible for student employment at Windward Community College is:

1) Six (6) semester-units (a "semester unit" is defined as the student having worked a minimum of 100 hours in a semester), and no more than two intervening summers, or

2) Until seventy-two (72) semester hours are completed, including transfer credits. (A maximum of 48 semester hours of transfer credits will be counted toward the total of 72 semester hours.) The semester in which the student completes this number of credits will be considered the last semester the student is employable on campus.

3) Exceptions: Exceptions may be made by the Dean of Student Services for (a) legitimate program change if the student follows and successfully completes a carefully prescribed curriculum; PR (b) a student filling a critical campus position for which there are no qualified applicants at Windward Community College, and that the student is making satisfactory progress toward a degree at another campus of the University of Hawai'i.

3. Effective Date: This policy guideline is effective as of August 1, 1995.

Peter T. Dyer
Provost