Note

This Policy is no longer active

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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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1. **Purpose:**

   To provide guidelines for the distribution of tuition waivers authorized by the State of Hawai‘i and the Board of Regents of the University.

2. **Basis:**

   a. Senate Bill 1286, 1985 Legislature
   c. "Guidelines for the Pacific and Asian Scholarship Program." Office of the Vice President of Academic Affairs, UH.

3. **Purposes of the Tuition Waivers:**

   The tuition waivers are intended:
   a. To provide financial support to eligible students with demonstrated financial need.
   b. To foster the achievement of scholastic excellence by attracting and retraining highly qualified students.
   c. To develop and sustain high quality artistic and cultural endeavors.
   d. To promote and maintain quality programs and activities which contribute to the development of school spirit and pride and/or of improved community relations.
   e. To enhance selected programs by attracting and retaining qualified students from under represented groups.
   f. To fulfill various institutional agreements relating to the tuition free exchange or acceptance of students.

4. **Board of Regents Policy:**

   a. The law provides for tuition waivers equivalent to 13 percent of the previous fall semester full-time equivalent (FTE) student enrollment.
   b. Recipients of Tuition Waivers may be residents or non-residents except that at least half of the available waivers at each campus shall be made initially available to residents with demonstrated financial need.
   c. To be eligible for a Tuition Waiver, an individual must be a classified student.
   d. Tuition Waivers may be awarded for a regular academic year or a semester thereof. Tuition waivers are not available for the Summer Session.
   e. A tuition waiver may be divided as necessary among two or more students on a proportional basis, which means that part-time students are eligible for waivers.
   f. There is a maximum of four years that the tuition waiver may be received by any one student.
   g. A tuition waiver shall consist only of a waiver of tuition for a regular semester of an academic year and shall not be applicable to any other activity or instructional fee.
h. Should the recipient of a waiver cease to remain eligible during the second semester of an award year, any remaining semester unit may be given to another eligible student.

5. Windward Community College Campus Guidelines:
   a. Students with demonstrated financial need will receive first priority in the awarding of tuition waivers as stipulated in 3.a above. The Financial Aid Office will handle this category of waiver. The remaining tuition waivers will be distributed by the Office of the Dean of Student Services.
   b. To receive tuition waivers, student must be identified prior to registration for the semester the student will use the award. Tuition waivers (and the required refunds) will not be made retroactively, except under exceptional circumstances as is determined by the Dean of Student Services.
   c. Students receiving tuition waivers must be in good academic standing as defined by the College.
   d. Waivers granted based on the student holding a specific office will cease if the student resigns that office or ceases performing the duties of that office.
   e. Tuition waivers in special programs: waivers are applicable only to courses that meet the educational objective of that program. Students using a waiver to enroll in non-applicable courses may be retroactively assessed tuition charges for those courses; waivers will be granted only for the period of time (or number of credits) it normally takes a full-time student to complete the program (or the equivalent time if the student pursues the program part-time).

6. Categories of Tuition Waivers at Windward Community College:
   After the Financial Aid Office has awarded tuition waivers based on financial need, the Dean of Student Services will award the remaining tuition waivers, up to the maximum number of waivers permitted by law, to students in the following categories:
   a. Academic Excellence:
      1) Students who earn placement on The Dean's List for more than one semester will be awarded a tuition waiver for the subsequent semester.
      Students will be continued on the tuition waiver for as long as they remain on The Dean's List and until they reach maximum number of eight semesters allowed.
      2) A student who is designated as an "honor graduate" by any of the four public high schools in the Windward District will be awarded a tuition waiver for the first academic year of their enrollment.
   b. Service Awards:
      Tuition waivers will be granted for past uncompensated service to Windward Community College. The staff member in charge of the project or organization will recommend the student recipients. Recipients will be:
      1) WCKC Officers (maximum 5) - Student Activities Coordinator recommends.
      2) Ka ʻOhana (maximum 3) - Student newspaper advisor recommends.
      3) Rainbird (maximum 2) - faculty advisor recommends.
      4) Hoʻolauleʻa (maximum 5) for committee chairpersons, Director of Community Services recommends.
      5) General Service awards - Each spring semester the Faculty Senate, WCKC, WCC Instructional Departments, and WCC administrative offices will be asked to nominate students to receive waivers for the next academic year based on demonstrated outstanding service to the College. During the summer months
the Provost will appoint a committee of at least five staff and/or students to review the recommendations and determine those to receive the waivers. The decision of the committee will be final, unless vetoed by the Provost.

c. Recruitment Awards:

In order to enhance selected programs by attracting and retaining qualified students, or from under represented groups, the Provost may designate specific academic programs, projects, or groups whose students will be granted tuition waivers.

7. Pacific-Asian Scholarships:

a. Tuition waivers equivalent to two percent of the institution's full-time equivalent enrollment (FTE) shall be designated as the Pacific-Asian Scholarships. According to Board of Regents policy, Pacific-Asian scholarships are intended to provide:

"relevant education and training to those who will assume positions of leadership, responsibility and service in the Pacific and Asian region. Accordingly, this program is intended to encourage highly qualified students to attend University of Hawai'i campuses....."

b. Eligibility: Entering students must meet academic criteria predictive of superior performance in their chosen field of study. Continuing students must meet academic criteria indicating superior performance in their chosen field of study.

Pacific-Asian Scholarships may be awarded to both residents and nonresidents except that at least half of the available scholarship units at each campus shall be made available initially to highly qualified nonresidents who are residents of Pacific, East Asian and Southeast Asian jurisdictions, and who meet the academic merit and planned course of study criteria.

c. Students holding Pacific-Asian scholarships shall be enrolled as full-time classified students.

d. At Windward Community College Pacific-Asian Scholarships will be awarded as follows:

1) Before the beginning of each semester, the Registrar will notify the Director of Student Services of any applicants from Pacific-Asian areas who appear to be academically highly qualified. These students will have priority consideration for the scholarships. These scholarships will be for one academic year as long as the student remains full-time and making satisfactory academic progress. The scholarship will be continued for a second year if the student maintains a 3.0 grade-point average.

2) The remaining Pacific-Asian Scholarships will be awarded to the appropriate number of full-time students eligible for tuition waivers on The Dean's List, beginning with vocational majors, but not excluding Liberal Arts majors. The College believes that Liberal Arts courses are the basic foundation of any "relevant education and training" these students may seek to pursue in upper division majors.

8. Effective Date:

This policy guideline is effective as revised beginning August 1, 1995.

Peter T. Dyer
Provost