

DRAFT

MEMORANDUM

To:

Via:

From:

Date:

Subject: Noting of University of Hawai'i Community College Credentials

Specific Action Requested:

It is requested that _____ approve the automatic noting of credentials of all University of Hawai'i Community College academic credentials, including certificates and degrees, upon completion of requirements. The noting of credentials be posted on transcripts unless requested not to do so. This action of automatic noting of academic credentials will be at no cost to the student.

Recommended Effective Date:

Fall 2011

Background:

Presently, students must apply for a Certificate of Achievement or Associate degree upon completion of program requirements, and there is a fee attached to the application process. For the Certificates of Competency and Completion, each campus handles the processing and fees differently. The proposed policy will ensure that students' accomplishments are noted on the transcripts at no cost or effort to them. The students have earned the certificate and/or degree and noting this milestone on the transcripts should be automatic; it is the right thing to do.

According to Complete College America, 41% of Hawai'i young adults (ages 25-34) have a college degree. College certificates and degrees are paths to ensure that our citizens have the educational background and skills to be a competitive global workforce. Therefore, President Barack Obama in his American Graduation Initiative called for an additional 5 million community college degrees and certificates by 2020. Aligning with this goal is the University of Hawai'i president's Hawai'i's Graduation Initiative to increase the number of college graduates by 25% by 2015. Complementing that goal is Hawai'i's P-20 goal which seeks to have 55% of Hawai'i's working age adults to have a 2- or 4-year college degree by 2012. Finally, and more importantly for the community colleges, is the UHCC Strategic Outcome goal of increasing by 3% per year the number of degrees awarded, and the Achieving the Dream Goal 5 of increasing

the number of students, especially Native Hawaiian students, who earn certificates and/or degrees.

All these initiatives point to the need to accurately reflect the accomplishments of our community college students. Hence, it is imperative that barriers, including financial requirements or unnecessary steps, to noting of credentials on transcripts be eliminated.

Concerns have been raised regarding the impact of this action on student financial aid.

According to *2009-10 Federal Student Aid Handbook Volume 1 Chapter 1: School-Determined Requirements*,

Completed program, no degree

A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further Title IV aid for that program.

To quantify academic progress your school must set a maximum time frame in which a student is expected to finish a program. For an undergraduate program the time frame cannot exceed 150% of the published length of the program measured in academic years or terms, credit hours attempted, or clock hours completed, as determined by your school.

Based on federal regulations, the seven community colleges have written satisfactory academic progress policies.

For example, Hawaii Community College states in its Satisfactory Academic Progress Policy,

MAXIMUM TIME FRAME (CREDIT HOURS) FOR AID ELIGIBILITY

Students must complete their educational objectives within a reasonable period of time. **Financial aid may fund up to 150% of the number of credits required for completion of the degree or certificate. Example:** An Associate of Arts (AA) degree requires 60 credits. A student may be eligible to receive federal Title IV funds for a total of 90 credits (60 credits X 150% = 90 credits). A student who completes the academic requirements for a program degree or certificate, but has not applied for graduation or posting of credentials to transcripts, is not eligible for further federal aid for that program.

Time frame criteria for private scholarships vary, depending on their own criteria. For example, Kamehameha Schools Na Ho`okama a Pauahi Scholarship, which supports students seeking their associate's or bachelor's degree, has a five-year time frame. Students may complete a degree and reapply for further financial assistance within that time frame.

REQUEST:

Automated process to notify students that they have met program requirements for a certificate or degree

Automated way for students to decline noting of credentials

Action Requested:

The University of Hawai'i Community College request approval to automatically note all University of Hawai'i Community College academic credentials to students upon completion of certificate and/or degree requirements.

Attachments:

- C: Chancellors
- Vice Chancellor for Academic Affairs
- Vice Chancellor for Student Affairs
- Registrars
- Cheryl Chappell-Long
- Suzette Robinson

Approved/Disapproved

????

Date

8/7/11

Noting of Credentials
Frequently Asked Questions

1. What impact will this policy have on federal financial aid?

According to *2009-10 Federal Student Aid Handbook Volume I Chapter 1: School-Determined Requirements*,

Completed program, no degree

A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further Title IV aid for that program.

To quantify academic progress your school must set a maximum time frame in which a student is expected to finish a program. For an undergraduate program the time frame cannot exceed 150% of the published length of the program measured in academic years or terms, credit hours attempted, or clock hours completed, as determined by your school.

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2. What impact will this policy have on private scholarships such as Kamehameha Schools' scholarships?

Time frame criteria for private scholarships vary. For example, Kamehameha Schools Na Ho`okama a Pauahi Scholarship, which supports students seeking their associate's or bachelor's degree, has a five-year time frame. Students may complete a degree and reapply for further financial assistance within that time frame.

3. How will students be notified that they qualify for a certificate or degree? Can students choose not to note their credentials on their transcripts?

The AA office is working with Gary Rodwell to develop a program for automatic notification when a student is at the 90% completion of required courses for a certificate or degree. Students may opt to have the certificate or degree noted on his/her transcript or not.