

UNIVERSITY OF HAWAII

COMMUNITY COLLEGES POLICY

UHCCP #5.203 PROGRAM CREDENTIALS: DEGREES AND CERTIFICATES

September 1, 2011

I. Purpose

This policy addresses the establishment and issuance of the degrees and certificates within the University of Hawaii Community Colleges (UHCC), including: Bachelor in Applied Science (BAS) degrees, Associate in Arts degrees (AA), Associate in Science degrees (AS), Associate in Applied Science degrees (AAS), Associate in Technical Studies degrees (ATS), Certificates of Achievement (CA), Certificates of Completion (CC), Academic Subject Certificates (ASC), Certificates of Competence (CO), Advanced Professional Certificates (APC), Certificates of Professional Development (CPD), and Certificates of Participation (CP).

II. Related University and Regional Accreditation Policies and Reports

- A. Board of Regents' Bylaws and Policies; Chapter 5 *Academic Affairs*.
(<http://www.hawaii.edu/offices/bor/policy/borpch5.pdf>)
- B. University Executive Policy E5.201, *Approval of New Academic Programs and Review of Provisional Academic Programs*
(<http://www.hawaii.edu/apis/ep/e5/e5201.pdf>)
- C. University Executive Policy E5.203, *University of Hawaii Program Credentials*
(<http://www.hawaii.edu/apis/ep/e5/e5203.pdf>)
- D. University Executive Policy E5.205 *Academic Minors and Certificate Credentials* (<http://www.hawaii.edu/apis/ep/e5/e5205.pdf>)
- E. University Executive Policy E5.209, *University of Hawai'i System Student Transfer and Inter-Campus Articulation*
(<http://www.hawaii.edu/apis/ep/e5/e5209.pdf>)
- F. *A Blueprint for Learning*, the Associate Degree Task Force Reports of the University of Hawai'i Community Colleges, 1985-1988
- G. *Associate in Arts Student Degree Level Competencies*, University of Hawai'i Community Colleges, November 1990
(<http://www.hawaii.edu/vp/system/accreditation/response/Att9.pdf>)

- H. ASSOCIATE IN ARTS TASK FORCE REPORT - FALL 2002
http://www.hawaii.edu/offices/cc/docs/aa_taskforce_report_2002.pdf
- I. *Accreditation Standards: Standard II: Student Learning Programs and Services*, Accrediting Commission for Community and Junior Colleges 2011 (pp 5-7)
http://www.accjc.org/wp-content/uploads/2011/01/ACCJC_WASC_ACCREDITATION_STANDARDS2011.pdf
- J. *Accreditation Reference Handbook: Substantive Change Policy*, Accrediting Commission for Community and Junior Colleges, August 2010, (pp119-124)
<http://www.accjc.org/wp-content/uploads/2011/03/Accreditation-Reference-Handbook-August-2010.pdf>
- K. Chancellor for Community Colleges Memo (CCCM).
CCCM 6004 Academic Degrees and Credentials
http://www.hawaii.edu/ccc/Docs/CCCM_PDF/6004-020102.pdf
CCCM 6005 Associate in Technical Studies Degree
http://www.hawaii.edu/ccc/Docs/CCCM_PDF/6005-031896.pdf

III. Responsibilities

The responsibility for the planning, design, and establishment of programs leading to degrees and certificates resides within each college. It is the responsibility of each Chancellor to:

- A. Assure that each new degree or certificate program complies with the established mission of the college, the current UH Community College strategic plan, all applicable University system policies, and any external requirements such as those required by accrediting and licensing bodies where appropriate; and
- B. Facilitate communication within the UHCC system and the broader University system by consulting in a timely manner with the Council of Community College Chancellors, the University Council of Chancellors, the Council of Chief Academic Officers (CCAAO), and the UHCC Vice Chancellors for Academic Affairs on all proposed new degree and certificate programs, and all major changes in degree requirements for existing programs.
- C. Assure that the institution requires of all academic and career technical education degree programs a component of general education based on a carefully considered philosophy that is clearly stated in its catalog.
- D. Assures that all degree programs included focused study in at least one area of inquiry or in an established interdisciplinary core.

- E. Assure that students completing career technical education and occupational certificates demonstrate technical and professional competencies that meet employment and other applicable standards and are prepared for external licensure and certification
- F. Assures that high-quality instruction and appropriate breadth, depth, rigor, sequencing, time to completion, and synthesis of learning characterize all program credentials.

IV. Guidelines

- A. The Community Colleges were established for the purpose of providing:
 - 1. Two-year college transfer and general education programs
 - 2. Two- and four-year career and technical education programs
 - 3. Professional, career and technical, and continuing education programs
 - 4. Such other educational programs and services as may be appropriate to such institutions

- B. Hawaii law (HRS 304A-102) authorizes the Board of Regents to confer corresponding degrees to every student who becomes entitled thereto .. Within the guidelines set forth in Board of Regents and University Executive policies, established sequences of courses have been organized into degrees and certificates as follows:
 - 1. Bachelor of Applied Science (BAS) degree: A bachelor's degree, consisting of at least 124 credits with the majority of courses in applied sciences specializing in specific areas such as Applied Business Technology, Applied Engineering Technology, etc.. The Applied Baccalaureate incorporates applied associate courses and degrees once considered "terminal" or non-baccalaureate level while providing students with the higher-order thinking skills and advanced technical knowledge and skills. The issuance of a Bachelor of Applied Science degree requires that the student must earn 2.0 grade point ratio (GPR) or better for all courses applicable toward the degree. Degree Approval: Board of Regents.

 - 2. Associate in Arts (AA) degree: A liberal arts degree, consisting of at least 60 semester credits, which provides students with skills and competencies essential for successful completion of a baccalaureate degree, entirely at the baccalaureate level. The issuance of an Associate in Arts degree requires that the student must earn 2.0 grade point ratio (GPR) or better for all courses applicable toward the degree. Degree Approval: Board of Regents.

3. Associate in Science (AS) degree: A degree designed to prepare students for either employment in career and technical fields, or transfer to a baccalaureate granting institution in a science, technology, engineering or mathematics field of study, The degree consists of at least 60 semester credits, which provides students with either skills and competencies for gainful employment, or with courses in the arts and sciences that will prepare students for entry into a science, technology, engineering or mathematics field of study at a four-year college or university. All courses applicable for the AS degree will be at the baccalaureate level. The issuance of an Associate in Science degree requires that the student must earn 2.0 grade point ratio (GPR) or better for all courses applicable toward the degree. Degree Approval: Board of Regents.

4. Associate in Applied Science (AAS) degree: A career and technical degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment in a career and/or technical education area. This degree is not intended nor designed for transfer directly into a baccalaureate program. AAS programs may, however, include some baccalaureate level course offerings. The issuance of an Associate in Applied Science degree requires that the student must earn a 2.0 grade point ratio (GPR) or better for all courses applicable toward the degree. Degree Approval: Board of Regents

5. Certificate of Achievement (CA): A college credential for students who have successfully completed designated medium-term career and technical education credit course sequences which provide them with entry level skills or job upgrading. These course sequences shall be at least 24 credit hours, but may not exceed 45 credit hours (unless external employment requirements exceed this number). The issuance of a Certificate of Achievement requires that the student must earn a 2.0 grade point ratio (GPR) or better for all courses required in the certificate. Degree Approval: Board of Regents

6. Advanced Professional Certificate (APC): A college credential for students who have successfully completed the associate-level degree, designated medium -term credit/non-credit career-technical education courses, or the equivalent which has provide the student with skills and competencies for gainful employment beyond entry-level positions. The certificate is designed for transfer directly into a baccalaureate program or for industry professionals seeking industry/occupation-specific skills. Credit course sequences shall be at the upper division course level and contain at least 18 and no more than 30 credit hours. The issuance of an Advanced Professional Certificate requires that the student's work has

been evaluated and stated competencies have been met. Certificate Approval: Board of Regents.

7. Associate in Technical Studies (ATS) degree: A career and technical credential consisting of at least 60 semester credits, which provides individual students with skills and competencies for gainful employment. This degree must be customized by using courses from two or more existing Board of Regents approved programs and is intended to target emerging career areas that cross traditional boundaries. This degree must have educational objectives that are clearly defined and recognized by business, industry, or employers who have needs for specialized training. Students seeking this degree must have a course of study approved in advance by the college, and cannot be requested based upon previously completed coursework. The issuance of an Associate in Technical Studies degree requires that the student must earn a 2.0 grade point ratio (GPR) or better for all courses applicable toward the degree. The ATS degree cannot be used to circumvent the authority of the Board of Regents to approve programs. If there is a significant demand by students to enroll in a specific course sequence, the college shall initiate the establishment of a new certificate or associate degree program. Degree Approval: Chancellor

8. Academic Subject Certificate (ASC): A supplemental college credential for students enrolled in an Associate in Arts program or unclassified students already holding an Associate, Bachelor, or Graduate level credential and who have successfully completed a focused, specific sequence of credit courses from the Associate in Arts (AA) curriculum. The sequence must fit within the structure of the AA degree, may not extend the credits required for the AA degree, and shall be at least 12 credit hours. Exceptions involve new program development and are subject to the requirements of E5.201. The issuance of the Academic Subject Certificate requires that the student must earn a 2.0 grade point ratio (GPR) or better for all courses required in the certificate. Students enrolled solely for the purpose of obtaining an Academic Subject Certificate will be identified as unclassified for admission and enrollment purposes. Certificate Approval: Chancellor

9. Certificate of Completion (CC): A college credential for students who have successfully completed designated short-term career and technical education credit course sequences which provide them with entry level skills, or job upgrading. These course sequences shall be at least 10 credit hours, but may not exceed 23 credit hours. The issuance of a Certificate of Completion requires that the student must earn a 2.0 grade

point ratio (GPR) or better for all courses required in the certificate.
Certificate Approval: Chancellor

10. Certificate of Competence (CO): A college credential for students who have successfully completed designated short-term credit or non-credit career-technical education courses which provide job upgrading or entry-level skills in a focused career and technical education area. The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. Credit course sequences shall be at least four (4) but less than ten (10) credit hours. In a credit course sequence the student must earn a 2.0 grade point ratio (GPR) or better for all courses required in the certificate. Certificate Approval: Chancellor

 11. Certificate of Professional Development (CPD): A college credential for students who have successfully completed designated short-term credit or non-credit career technical education courses that provide them with industry specific job upgrading or entry-level skills. The issuance of a Certificate of Professional Development requires that the students' work has been evaluated and stated competencies have been met. Credit course sequences shall be less than four (4) credit hours. Degree Approval: Chancellor

 12. Certificate of Participation (CP): A document issued to students who have participated in non-credit courses or activities which do not meet the requirements for other certificates or degrees. This certificate does not reflect academic performance and no performance evaluation is implied by its issuance. Degree Approval: Chancellor/Dean/Director
- C. The following attachments and exhibits provide further details on implementation issues for specific degrees or certificates:
1. Attachment A. ATS Degree Conditions

 2. Attachment B. Academic Subject Certificate and Certificate of Completion Program Proposal Guidelines
 - a. Exhibit I. Academic Subject Certificate Format
 - b. Exhibit II. Certificate of Completion Format
 - c. Exhibit III. Certificate of Competence Format
 - d. Exhibit IV. Certificate of Professional Development Format
 - e. Exhibit V. Certificate of Participation Format

Associate in Technical Studies (ATS) DEGREE —CONDITIONS

The purpose of the Associate in Technical Studies (ATS) degree is to provide training in areas that cross traditional program boundaries and for which there is a demonstrated near-term workforce need.

Each ATS degree is customized for an individual student and has no life of its own beyond that student. This logic applies even to cases where there may be a cohort of students at a given time following a common ATS plan.

In order to support economic development and student access to the employment market, it may be appropriate for faculty to investigate current employment market needs and to design packages of existing courses to meet these needs. A spectrum of “possibilities” may facilitate student awareness and choice.

The ATS degree, however, cannot be used to circumvent the authority of the Board of Regents to approve programs. Consequently, the following conditions apply in all cases:

- There is no ATS program, and no ATS programs may be advertised in college publications. (However, see the later items on the ATS-Opp).
- A college’s approved ATS procedure must include steps that require a combination of a student and a curriculum package. An ATS package can only be officially approved in the context of an individual student’s plan, and exists only as long as that student is officially home-campused and enrolled without a break in enrollment. A break in enrollment of one semester or longer requires the college to reaffirm that the package is still viable prior to readmitting a student into that ATS package. If multiple students are enrolled in the same package, each ATS must be separately approved as an entity and each one exists separately as an entity.
- There can be potential “ATS opportunity” packages (ATS-Opp) designed in advance of student request by college faculty and/or administration.
 - f. An ATS-Opp package may be a simple list of possibilities.
 - b. An ATS-Opp package may be a complete curriculum for the achievement of an ATS degree in something specific.
- A college may institute pre-screening of an ATS-Opp package in order to facilitate student access to such a package, but no such package is official until it becomes part of a student’s approved ATS program of study. Such an “off the shelf” package may not be construed as a program for which students can merely sign-up. The message must indicate that the student’s total individual plan must be approved through the college ATS procedure.
- A college may advertise ATS-Opp packages in its catalogs and other

publications if the employment opportunities are legitimate, the language makes it clear that they are potential opportunities for actual employment and that these are illustrative of the possibilities (but not an exclusive listing) afforded via an ATS plan.

- All ATS-Opp packages must be regularly reviewed for currency.
- Chancellors must submit an annual report to the Associate Vice President Academic Affairs, Community Colleges identifying existing ATS student programs, their history and duration, and outcomes when completed.
- If the activity level within a defined ATS area reaches continuing status, a college may be asked to stop new ATS proposals in this area and to submit a request for authorization to plan for a regular program with the intention of moving for Board of Regents approval for a new program.

**ACADEMIC SUBJECT CERTIFICATE, CERTIFICATE OF COMPLETION AND
CERTIFICATE OF COMPETENCY
PROGRAM PROPOSAL GUIDELINES**

I. INTRODUCTION

- A. Date of proposal
- B. Proposed name of Certificate
- C. Date of proposed implementation
- D. Brief summary of proposal

II. OBJECTIVES AND NEED FOR COURSE OR COURSE SEQUENCE

- A. Objectives
- B. Need
- C. 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?
- D. 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?
- E. Is this Certificate, or one similar to it, offered at any other college in the UH system? If so, discuss the similarities and differences between the course offerings.

III. DESCRIPTION OF COURSE OR COURSE SEQUENCE

- A. 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 competencies to be attained. Indicate courses which are not currently offered by the college.

IV. RESOURCE REQUIREMENTS

- A. Additional staff required. If no additional staff is required, indicate how existing staff will be utilized.
- B. Additional facilities or equipment required. If none required, how will existing facilities and equipment be utilized?
- C. Budget—show cost of offering the Certificate by budget categories for a five-year period (less if duration is less). Show source(s) of funds, including reallocations, giving the impact on other services or activities which will be reduced to support offering this Certificate.

CERTIFICATE OF COMPLETION

University of Hawai'i Honolulu Community College		
This is to certify that		

has satisfactorily completed ____ credit hours in		

CERTIFICATE OF COMPLETION		
Honolulu, Hawai'i		
_____	seal	_____
Date		Chancellor

Paper or wallet card should include the following information:

- a. Name of College
- b. Name of Student
- c. Number of Credit hours "Satisfactorily" completed
- d. Certificate of Completion name
- e. Date and Signature of Chancellor

This certificate may display the seal of the community college, but not the University of Hawai'i seal.

CERTIFICATE OF PROFESSIONAL DEVELOPMENT

University of Hawai'i
Kaua'i Community College

This is to certify that

has satisfactorily completed

___ credit hours in
___ course hours in

**CERTIFICATE OF PROFESSIONAL
DEVELOPMENT**

_____ seal

Instructor **Chancellor**

Date

Paper or wallet card should include the following information:

- a. Name of College
- b. Name of Student
- c. Number of Credit hours or Course/Contact hours "Satisfactorily" completed
- d. Certificate of Professional Development name
- e. Date and Signature of Instructor and Chancellor

This certificate may display the seal of the community college, but not the University of Hawai'i seal.

CERTIFICATE OF PARTICIPATION

University of Hawai'i
Leeward Community College

This is to certify that

has attended ____ course hour(s) in

CERTIFICATE OF PARTICIPATION

_____	seal	_____
Instructor		Chancellor

Date

Paper or wallet card should include the following information:

- a. Name of College
- b. Name of Student
- c. Number of hours completed
- d. Certificate of Participation name
- e. Date and Signature of Instructor and Chancellor/Dean/Director

This certificate may display the seal of the community college, but not the University of Hawai'i seal.