

# *UNIVERSITY OF HAWAII*

## *COMMUNITY COLLEGES POLICY*

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Replaces UHCCP #5.203 dated September 2013

### **UHCCP #5.203 Program Credentials: Degrees and Certificates**

May 2016

#### **I. Purpose**

This policy addresses the establishment and issuance of the degrees and certificates within the University of Hawai'i 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), Advanced Professional Certificates (APC), Academic Subject Certificates (ASC), Certificates of Competence (CO), Certificates of Professional Development (CPD), and Certificates of Participation (CP).

#### **II. Related University Policies**

- A. Board of Regents (BOR) Bylaws and Policies, Chapter 5 Academic Affairs  
<http://www.hawaii.edu/offices/bor/policy/borpch5.pdf>
- B. University Systemwide 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 Systemwide Executive Policy E5.203, University of Hawai'i Program Credentials  
<http://www.hawaii.edu/apis/ep/e5/e5203.pdf>
- D. University Systemwide Executive Policy E5.205, Academic Minors and Certificate Credentials  
<http://www.hawaii.edu/apis/ep/e5/e5205.pdf>
- E. University Systemwide 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. UHCCP #5.200 General Education in All Degree Programs  
[http://uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP\\_5.200\\_General\\_Education\\_in\\_All\\_Degree\\_Programs.pdf](http://uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP_5.200_General_Education_in_All_Degree_Programs.pdf)

## G. UHCCP #5.228 Credit Hour

[http://uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP\\_5.228\\_Credit\\_Hour.pdf](http://uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP_5.228_Credit_Hour.pdf)

**III. Responsibilities**

Responsibility for 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 Colleges 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, University Council of Chancellors, Council of Chief Academic Officers (CCAO), and 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 (CTE) degree programs a component of General Education based on a carefully considered philosophy that is clearly stated in its catalog.
- D. Assure that all degree programs include 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. Assure that high-quality instruction and appropriate breadth, depth, rigor, sequencing, time to completion, and synthesis of learning characterize all program credentials.

**IV. Procedures**

- A. The UH 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;and

4. Other educational programs and services as may be appropriate to such institutions
- B. HRS Section 304A-102, authorizes the BOR to confer corresponding degrees to every student who becomes entitled thereto. Within the guidelines set forth in BOR and University Systemwide 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 120 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 promotes the development of higher-order thinking skills and advanced technical knowledge and skills. The issuance of a BAS requires that the student's work has been evaluated and stated outcomes have been met. The issuance of a BAS degree requires that the student earn cumulative 2.0 grade point ratio (GPR) or better for all courses used to meet degree requirements. Degree Approval: BOR.
  2. Associate in Arts (AA) degree: A general and pre-professional education degree, consisting of at least 60 baccalaureate-level semester credits, which provides students with skills and competencies essential for successful completion of a baccalaureate degree. The issuance of an AA degree requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an AA degree requires that the student must earn cumulative 2.0 GPR or better for all courses used to meet the degree requirements. AA degrees may be offered in areas of study (e.g., Liberal Arts, Hawaiian Studies, Teaching). Degree Approval: BOR.

Concentrations within the AA degree: Concentrations in the AA degree in Liberal Arts consist of a minimum of nine credits, establish coherent and explicit pathways to baccalaureate degrees, and include any of the following:

- a. Courses that meet University of Hawai'i (UH) baccalaureate major requirements\*
- b. Courses that serve as prerequisites to courses that meet UH baccalaureate major requirements\*
- c. Prescribed lower division General Education or elective courses that articulate with a UH baccalaureate major\*
- d. Clear pathway for community college students to complete a baccalaureate program in four years

Documentation of articulation or other agreements will attest to curricular pathway, as needed.

Concentrations with the same name/title will have the same Concentration Student Learning Outcomes at each college offering the Concentration.

\*If there is no related baccalaureate degree at a UH campus, concentration courses may apply to or provide a clear pathway to a baccalaureate major at a non-UH institution.

3. Associate in Science (AS) degree: A degree designed to prepare students for employment in career and technical fields, and/or transfer to a baccalaureate granting institution in a science, technology, engineering, mathematics or other articulated baccalaureate-level programs of study. The AS 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 or career and technical education that will prepare students for entry into an articulated baccalaureate program of study. All courses applicable for the AS degree will be at the baccalaureate level. The issuance of an AS degree requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an AS degree requires that the student must earn cumulative 2.0 GPR or better for all courses used to meet degree requirements. Degree Approval: BOR.

Concentrations within the AS degree: Concentrations in the AS degree consist of a minimum of nine credits, establish coherent and explicit pathways to baccalaureate degrees, and include any of the following:

- a. Courses that meet UH baccalaureate major requirements\*
- b. Courses that serve as prerequisites to courses that meet UH baccalaureate major requirements\*
- c. Prescribed lower division General Education or elective courses that articulate with a UH baccalaureate major\*
- d. Clear pathway for community college students to complete a baccalaureate program in four years

Documentation of articulation or other agreements will attest to curricular pathway, as needed.

Concentrations with the same name/title will have the same Concentration Student Learning Outcomes at each college offering the Concentration.

\*If there is no related baccalaureate degree at a UH campus, concentration courses may apply to or provide a clear pathway to a baccalaureate major at a non-UH institution.

4. Associate in Applied Science (AAS) degree: A career and technical education 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. The AAS degree is not intended or designed for transfer directly to a baccalaureate program. AAS programs may, however, include some baccalaureate-level course offerings. Components of General Education included within the AAS must be consistent with levels of quality and rigor appropriate to higher education. The issuance of an AAS degree requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an AAS degree requires that the student must earn a cumulative 2.0 GPR or better for all courses used to meet degree requirements. Degree Approval: BOR.

5. 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. The ATS degree must be customized by using courses from two or more existing BOR-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 ATS requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an ATS degree requires that the student must earn a cumulative 2.0 GPR or better for all courses used to meet degree requirements. The ATS degree cannot be used to circumvent the authority of the BOR 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.
6. 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 51 credit hours (unless external employment requirements exceed this number). Appropriate to the CTE program, the CA may include General Education courses that meet industry requirements. The issuance of a CA requires that the student's work has been evaluated and stated outcomes have been met. The issuance of a CA requires that the student must earn a cumulative 2.0 GPR or better for all courses required in the certificate. CA Approval: BOR for all CA in instructional programs where the BOR has not approved an associate degree or where the required CA courses require significant resources. The Chancellor may approve CA consisting of courses within an existing Board approved associate degree.

7. Advanced Professional Certificate (APC): A college credential for students who have successfully completed the associate-level degree, or designated medium-term credit/non-credit career-technical education courses, or the equivalent which has provided 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 APC requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an APC requires that the student must earn a cumulative 2.0 GPR or better for all courses required in the APC. Certificate Approval: BOR.
8. Academic Subject Certificate (ASC): A supplemental college credential for students enrolled in an AA 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 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 University Systemwide E5.201. The issuance of an ASC requires that the student's work has been evaluated and stated outcomes have been met. The issuance of the ASC requires that the student must earn a cumulative 2.0 GPR or better for all courses required in the certificate. Students enrolled solely for the purpose of obtaining an ASC will be identified as unclassified for admission and enrollment purposes. Certificate Approval: Chancellor.
9. Certificate of Competence In BOR Approved CTE Programs (CO): A college credential for students who have successfully completed a sequence of career-technical education courses within a BOR-approved CTE program that has been identified as fulfilling an employable set of skills recognized by Business and Industry. CO may be awarded for successful completion of a sequence of non-credit CTE instruction. The issuance of a CO requires that the student's work has been evaluated and stated outcomes have been met. The issuance of a CO requires that the student's work meets or exceeds competencies necessary for employment (e.g., a sequence of courses resulting in a student's competence to be employed as an automotive "brake technician" or "air conditioning technician"). Credit course sequences shall be at least four and less than 24 credit hours and may include General Education courses appropriate to industry requirements. Non-credit course sequences shall be equivalent in instructional time as described in UHCCP #5.228 Credit Hour. In a credit course sequence the student must earn a cumulative 2.0

GPR or better for all courses required in the certificate. In non-credit course sequence, the student's work must be evaluated to be equivalent to a 2.0 GPR or better. Certificate Approval: Chancellor.

10. Certificate of Competence not in BOR Approved CTE Program (CO):

A stand-alone college credential for students who have successfully completed a sequence of career and technical education courses not within a BOR-approved CTE program that has been identified as fulfilling an employable set of skills recognized by Business and Industry. CO may be awarded for successful completion of a sequence of non-credit CTE instruction. The issuance of a CO requires that the student's work has been evaluated and stated outcomes have been met. The issuance of a CO requires that the student's work meets or exceeds competencies necessary for employment (e.g., sequence of courses resulting in a student's competence to be employed as an automotive "brake technician" or "air conditioning technician"). Credit course sequences shall be at least four and less than 24 credit hours and may include General Education courses appropriate to industry requirements. Non-credit course sequences shall be equivalent in instructional time as described in UHCCP #5.228 Credit Hour. In a credit course sequence the student must earn a cumulative 2.0 GPR or better for all courses required in the certificate. In non-credit course sequence, the student's work must be evaluated to be equivalent to 2.0 GPR or better. A stand-alone certificate of competence not within a BOR approved CTE program must fulfill comprehensive program review requirements for instructional programs. Certificate Approval: Chancellor.

11. Certificate of Professional Development (CPD): Non-credit career technical education courses that provide students with industry-specific job upgrading or entry-level skills. The issuance of a CPD requires that the students' work has been evaluated and stated outcomes have been met. The amount of training shall comply with the UH and UHCC policies on the definition of Credit Hour to be less than four (4) credit hours. Certificate 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. Certificate Approval: Chancellor/Dean/Director.