

Classification of Students

Full-time students are enrolled for 12 or more credits per semester.

Part-time students are registered for fewer than 12 credits per semester.

Classified students are defined as individuals who have declared (i.e., notified the College of) a specified major.

Unclassified students are enrolled for courses, but do not wish to earn a degree or certificate.

Admission to Classes

Before attending any class, students must have completed the registration procedure, which includes the payment of fees and tuition within the registration period. Students who attend classes without completing the registration process will not be considered as officially enrolled. *The fee receipt provided during registration may be required by instructors for admission to classes.*

Change of Information

Changes in student information (address and phone number) may be made online at *MyUH*. A Change of Information form is also available at Admission and Records and at Outreach Centers in Hana and Lahaina and on Lana'i, and Molokai. Students may also consult with a counselor regarding a change to their major.

Change in Registration: Add, Withdrawal, Erase Period

Students may add courses up to the final day of Late Registration in each semester. Mini-courses may be added up to the start date of each mini-course. Requests to add courses after this period must be approved by the instructor of the course. Forms for such action may be obtained at Student Services. *See section on Tuition & Fees.*

To withdraw completely from the College, students must complete a withdrawal form available at Student Services nine weeks prior to the last day of instruction. No fee is charged. *See Registration Calendar.*

Credit Load

Students will be allowed to register for up to 18 credits. Starting the week before the first week of instruction, students may enroll for additional credits with the approval of a counselor.

Course Credit

All classes require students to spend out-of-class time, as well as in-class time for face-to-face classes. Face-to-face classes expect that for each 1-credit, students spend 1 hour of in-class time and 2 hours out-of-class time. For a typical 3-credit class, students attend 3 hours/week of class time, and spend 6 hours of out-of-class time on class work. Online classes combine these hours for a total of 9 hours/week spent on each 3-credit course.

Course Load

It is important for students to balance their class and study time, employment, and other commitments. The following table is a guide to students for balancing work with school.

Employed hrs./wk.	Recommended load
40 hrs.	3 - 7 cr.
30 hrs.	6 - 9 cr.
20 hrs.	9 -12 cr.
10 hrs.	12 -15 cr.
none	15 -18 cr.

Repeating Courses

Students may repeat any UH Maui College course once with the instructor's permission, then may repeat a course only with the permission of the Vice Chancellor of Academic Affairs. The credit from a repeated course is entered once toward the credit earned and applied only once toward a certificate or degree requirement, unless specified otherwise in the course description. All grades are reflected on the transcript, but only the highest grade is computed into the grade point average.

Final Exams

A final evaluation period is designated for the end of each semester. *See the printed schedule of classes.*

Grade Reports

Grade Reports are viewable online at *MyUH*. Requests for a hard copy may be made at Admission & Records or from the Hana, Lahaina, Lana'i, or Molokai Education Center Coordinators.

Grading System

The system of grades and grade points is:

Option I	(A-F Grading)
A	Excellent 4 grade points
B	Above Average 3 grade points
C	Average 2 grade points
D	Minimal passing 1 grade point
F	Failure 0 grade points
N	Work in Progress 0 grade points
W	Withdrawal No grade points
I	Incomplete No grade points
L	Audit No grade points
RD	Record Delayed Temporary grade
Option II	(Credit/No Credit)
CR	Credit No grade points
NC	No Credit No grade points
I	Incomplete No grade points
W	Withdrawal No grade points

Students may select the grading option desired via the *MyUH* portal at the time of registration. They may elect to take most courses as either the graded Option I (A, B, C, D, F, N, W, I, L) or the Credit/No Credit Option II (CR, NC, I, W).

If students do not change the grading option, they will receive a letter grade for the course. If they wish to change the option to CR/NC, they must change it via the *MyUH* portal up to the deadline published in the *Schedule of Classes*. Change of option to Audit must be done in person at Admissions and Records. It is the responsibility of students to inform instructors of the grading option elected prior to the deadline to change grades. Without a declaration, instructors will assume that students have elected Option I.

The N, Work in Progress grade is used only in specific remedial-developmental courses: ENG 15, 19, 21, 22, and 90v; LSK 30 and 90v; MATH 18 and 82. The N grade indicates that the student is not yet prepared to succeed at the next level. N grades do not affect the GPA and may be repeated as specified in the College Repeat Policy.

Students are cautioned that an N grade might not be counted towards “*satisfactory academic progress*” under certain federally supported financial aid programs. Check with the Financial Aid Office.

An Incomplete (I) is given to students who were progressing satisfactorily during the semester, but failed to complete the semester because of illness or other conditions beyond the students’ control. The Incomplete will become the grade the instructor has indicated depending upon the grading option (I or II) selected; i.e., an I/D becomes a D if the work is not completed before the Incomplete Deadline of the next academic term. It is the responsibility of students to inform their instructor if they wish to take an Incomplete.

A Credit (CR) grade is equal to grade C or better. Credits are awarded for CR grades, but no grade points are calculated.

An Audit (L) grade is given to students who enroll in courses as auditors. Credits are not awarded under this option. Students must declare themselves as auditors by the deadline to select audit grade published in the *Schedule of Classes*.

A grade point ratio (GPR) is determined by multiplying the credit received for a course by the number of grade points and dividing by the total number of credits attempted.

Note these exceptions:

1. A maximum of 30 semester credits of CR grades may be applied toward a degree program at UH Maui College. It is strongly recommended that students take courses in their major on a letter grade basis.
2. Certain courses are designated as CR/NC only. These courses may be taken only on a credit/no-credit basis.

Note these cautions:

1. Students intending to transfer to a four-year institution should consult the catalog of that institution to determine its policy regarding acceptance of CR grades.
2. The Credit/No Credit option at UH Mānoa is limited to elective courses. The CR/NC option is not allowed for any course taken to fulfill a University or College core requirement nor

a Department requirement, with the exception of those courses designated Credit/No Credit only. Students planning to transfer to UH Mānoa should follow this UH Mānoa policy when taking courses at UH Maui College.

3. Scholarships are often contingent upon successful graded scholastic performance.
4. Students opting to take courses for CR/NC when the letter grade option is available are not eligible for the Dean’s Honor List.
5. No audited classes are allowed for financial aid.

Academic Probation Policy

A cumulative GPA of 2.0 is required to remain on satisfactory academic progress at UH Maui College. Students who do not meet this minimum GPA at the end of any semester will receive a warning of unsatisfactory academic progress. If satisfactory progress is not made in ensuing semesters, students will be placed on academic probation and eventually suspended or dismissed from the College.

All students notified of unsatisfactory academic progress are required to meet with an academic counselor prior to registration so that an academic plan can be created.

• Warning

Students will be placed on academic warning at the end of any semester in which their cumulative GPA falls below 2.0. A warning is not notated on the permanent academic record. Warned students may continue to attend UH Maui College but must raise their cumulative GPA to 2.0 or higher in the semester immediately following. Failure to do so will result in academic probation.

• Probation

If students on warning fail to raise their cumulative GPA to a 2.0 or higher, they will be placed on academic probation. Notation of probation is made on the student’s permanent academic record. Probationary students may continue to attend UH Maui College under the following terms:

1. Students will be allowed to enroll only in courses approved by an academic advisor.
2. Students will meet regularly, thereafter, with that advisor to review progress.
3. Students must earn a semester GPA of 2.0 or higher in each probationary semester.
4. Students will remain on probation until their cumulative GPA is raised to 2.0 or higher.
5. *Students on probation receiving term/semester GPA ratio below 2.0 for two consecutive semesters will face suspension.*

• Suspension

Students will be suspended for failing to meet the terms of probation. Notation of academic suspension is made on the student’s permanent academic record. Suspended students are eligible to apply to UH Maui College after a wait period of at least two full semester (not including summer session). Students returning after suspension will be placed on probation during the semester of re-entry. Under extenuating circumstances, a waiver of the wait period may be granted, allowing the student to enroll. The student must apply for a waiver from the Vice Chancellor of Academic Affairs prior to the official first day of instruction for the following semester. Suspension can occur only once; failure to meet the terms of probation after returning from suspension will result in dismissal.

• Dismissal

Students returning after suspension may be dismissed for failing to meet the terms of probation. A dismissed student may be readmitted only after careful review of their academic record and meeting with the Vice Chancellor of Academic Affairs.

• Removal from Probation

Students will be removed from probation once the cumulative GPA is raised to 2.0 or higher.

• Appeals

Students may always appeal a decision regarding academic probation, suspension or dismissal by filing a formal petition with the Vice Chancellor of Academic Affairs. Appeals must be filed as soon as notification of probation, suspension is received, and prior to the first day of instruction of the following semester.



Scholastic Honors

• Dean's List

Each semester a Dean's List is compiled recognizing students with a grade point ratio of 3.5 or better in 11 or more credits with a letter grade. The CR grade may be used only when the letter grade option is not available.

• Phi Theta Kappa

Phi Theta Kappa, a national honor society for two-year colleges, was chartered at UH Maui College in 1972 as the Psi Sigma chapter. Its objectives are to promote scholarship and to develop character, leadership, fellowship, and service among talented students in two-year colleges nationally and internationally.

To qualify for membership, students must have completed 12 or more credits at the College, be enrolled toward a degree, and have a grade point ratio of 3.5 or better with no F, incompleted I, or NC grade recorded for the semester.

• Graduation with Honors

Students who achieve a cumulative grade point ratio of 3.5 for credit earned at this College will receive their Degrees or Certificates of Achievement with honors. Only students who earned at least 27 credits at the College, of which at least 24 credits were taken for a letter grade, are eligible for graduation with honors.

Graduation

In order to receive a degree or certificate, students must complete the Graduation Application process. A graduation checklist outlining the requirements is available at the Counseling Center or at Admission and Records. Preparation for graduation, including meeting all the requirements, is the responsibility of the student. A commencement ceremony takes place at the end of each Spring semester.

Students are required to schedule an appointment with a counselor to complete the appropriate graduation application and to make payment of degree/certificate fees at the Cashier's Office.

Continuing students (*with no break in enrollment*) may meet the program requirements stated in the catalog for their year of entry into a program major, or they may choose to meet the requirements of any subsequent change in the program. However, students who stop-out must meet program requirements of the Catalog in effect upon their re-entry, or may choose to meet the requirements of subsequent program revisions that occurred while they were continuously enrolled.

Academic Exception

Students wishing to request an exception to program requirements as stated in the Catalog should consult with a counselor and then contact the Vice Chancellor of Academic Affairs for specific application procedures.

College Credit Equivalency

Students with knowledge and skills obtained through previous coursework or experience have several options to apply for additional credit to their College program.

• Business Skill Placement

Students with previous keyboard training may place in a more advanced course, commensurate with their speed and skill. Upon completion of intermediate or advanced courses with grade C or better, students may initiate a request to receive credit (CR) for the lower level course(s).

(Business Technology majors may not apply BUSN 121 credit to satisfy a Business elective requirement.)

✎ For information, consult a counselor at 984-3306.

• 2+2 Credit-by-Articulation

High school students may earn "advanced credits" by taking high school courses that are articulated with UH Maui College courses through the 2+2 Credit-by-Articulation program. Participation in the 2+2 program may enable students to shorten the length of time it takes to complete a certificate or degree from the College.

✎ For the list of articulated courses and the procedure for receiving UH Maui College credit for articulated high school courses, call 984-3614.

• Transfer Credits

Courses completed at other regionally-accredited colleges and universities with grade D or better may be transferable toward a UH Maui College degree. The transcript evaluation is applicable only to UH Maui College degrees and certificates. It is not necessarily applicable to other colleges to which the student may subsequently transfer.

Students are responsible to have official transcripts sent directly to the Admission & Records Office. Course descriptions and Student Learning Outcomes may be requested for clarification purposes. A Transcript Evaluation Request Form must be submitted to the Admission & Records Office. The form is available at the Admissions & Records Office, at the Counseling Center, and on the Counseling website.

• Hawaiian or Second Language Back Credits

Students who placed above the 101 level in Hawaiian or foreign languages offered at the College can receive, at no additional cost, credits for the courses for which they are exempted upon completing the next course in the sequence with grade C or higher.

For example, upon completing 102 with a C or better, students will also earn the credit for 101; upon completing 202 with a C or better, students will also earn the credit for 101, 102, and 201.

Students who place above the 202 level, including native speakers of the languages, can receive credit for the full course sequence provided they complete, with grade C or higher, any course in any field (e.g., history, literature, culture, language, Hawaiian studies, anthropology, education, or musicology) in which they make significant use of the language. The judgment as to “significant use” is normally made by the instructor of the course students have taken. If no classes above 202 are available that provide “significant use,” students or native speakers must pass the 202 course with grade C or better.



Implementation Guidelines

1. Eligibility:

The UH Maui College back credit policy went into effect in Fall 2006. Classified students at the College may apply for back credits in language. The back credits will count toward the College's degrees and certificates.

Note: The University of Hawai'i at Mānoa (UHM) allows back credits only to those students who entered the University of Hawai'i (UH) system in Fall 2001 or later, or who have chosen to graduate under the UHM General Education Requirements adopted in Fall 2001. Other colleges or universities in the UH system and elsewhere may have different policies regarding back credits or policies that may prevent the transfer of UH Maui College back credits.

2. Placement Examination:

See Hawaiian or foreign language departments to schedule a placement exam. Based on the results of the placement tests and/or oral interviews with language teachers at the College, students are placed in 100 or 200 level language courses.

3. Bilinguals:

Bilinguals and native speakers are eligible for back credits, providing they complete with grade C or higher an appropriate post-202 language course. Students should contact the Hawaiian

or foreign language departments for a list of courses above 202 that may be available in language at UH Maui College, or via distance education.

4. Back Credits/Grades:

Back credits are awarded with no grade designation.

5. Transfer Credits:

Students may not apply for back credits based on courses above 101 taken outside the UH system or in high school, including those courses for which AP credits have been granted by UH Maui College.

6. Number of Languages:

Back credits may be earned for only one language.

7. Number of Credits:

Students may earn from 3 to 16 back credits - 6 to 8 for first-year language courses, and 6 to 8 for second-year language courses.

8. Petition Forms:

Back credits will not be awarded automatically. Students interested in obtaining back credits must initiate the process. Forms for back credit requests are available through language course instructors or the Humanities Department office.

• Prior Learning Assessment

Prior Learning Assessment (PLA) is the process through which students can earn college credit by identifying and documenting college-level learning that has been acquired through life experiences, such as military and/or work experience, training, professional certification, independent study, volunteer activities, and hobbies (e.g., astronomy, history, travel, cultural, and/or fine arts).

Credit-by-Examination

All students officially registered in a course who present evidence to the instructor that through experience or training they have had the equivalent of the course, but have not received college credit for it, may apply for credit by examination.

Upon application by students and approval by the appropriate instructor and department chair, a comprehensive test shall be administered and evaluated by the instructor. Students are encouraged to apply for and take the exam prior to the end of the late registration period. An examination may not be repeated. A grade of CE is recorded on the student's transcript to indicate credit earned through credit-by-exam. A CE grade will not be computed in the GPA, but credits earned can be counted toward graduation. Credits earned by examination are not eligible for financial aid.

Equivalency Examinations

CLEP. Credit may be earned for courses parallel to those offered by the College by taking College Level Examination Program (CLEP) tests. To receive credit, one must be enrolled at the College, but not necessarily in the course(s) for which examined. The number of credits awarded is based upon the credit value of parallel courses at the College. Only the CE grade is given.

Minimum test scores for receiving credit will be those published by the College Board. Credit by examination through the CLEP program in an elementary foreign language course is not available if the applicant is a native speaker of that language.

👉 For information, call 984-3530.

DSST. Credit may be earned for courses parallel to those offered by the College by taking DANTES Subject Standardized Tests (DSST). The American Council in Education Guide will be used for determining credit value and relevance to UH Maui College programs. Only CE grades are given.

AP and IB Exams. Students who take the College Board Advanced Placement (AP) Examination may be granted college credit for equivalent courses offered at the College in accordance with the criteria established by the UH Mānoa College of Arts & Sciences. Application forms for Advanced Standing Credits are available at Admission & Records and the Counseling Center. Because policies regarding acceptance of Advanced Placement score levels vary with each college, those who plan to transfer elsewhere should seek information regarding applicability of such scores to their particular majors.

Advanced Standing credit may be awarded for coursework completed in the International Baccalaureate (IB) Program. Contact the Admission & Records Office for equivalencies.

Credit for Non-Collegiate Instruction

College credit may be awarded for successful completion of a formal course offered by an institution other than a college (e.g., labor union courses, agency training programs, professional workshops, military courses) if that course is found comparable to college-level material.

An evaluation will be done only for enrolled students who have completed at least 12 credits of regular offerings at the College. Only credits applicable toward a designated associate degree or certificate will be evaluated. No more than one-third of the credits required for a degree or certificate may be earned through non-traditional methods. The College will record a grade of CE or CR as appropriate. If students transfer to another college, transfer of non-collegiate credits is subject to the policies of the admitting institution.

Transfer to Four-Year Institutions

Four-year colleges and universities have different lower division requirements, which change frequently. Students should select UH Maui College courses according to their intended major at the four-year institution where they plan to transfer. Students are responsible for identifying the specific requirements of the institution and program to which they plan to transfer. Students are encouraged to consult a counselor.

Transfer to UH Hilo, UH Mānoa, or UH West Oahu

Before transferring to the UH Hilo, Mānoa, or West Oahu, students should plan their UH Maui College academic program according to requirements of their intended major at the receiving institution. Students who intend to transfer are urged to verify UH Maui College course selections with a counselor for equivalency at the receiving institution before each semester's registration.

Articulated AA Degree

Students who have earned an articulated Associate in Arts (AA) degree from a UH Community College shall be accepted as having fulfilled the general education core requirements at all other UH campuses. While an articulated AA degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college, and degree/graduation requirements.

Additional campus-specific requirements, such as competency in Hawaiian or a foreign language or writing-intensive courses, may also be required. With planning, most if not all of those requirements may be incorporated into the AA degree; if not, they are required in addition to the AA degree.

As requirements will differ among the colleges in the UH system, students should be guided by the most current information and consult UH Maui College counselors for assistance.



Core Courses

College catalogs, published once per year or less frequently, do not always reflect the most recent campus actions involving UH system core courses. For current information about core courses, visit: www.hawaii.edu/admissions/transfers.html

Safety Regulations

In classrooms, labs, and shops, and on field trips, the personal safety of students and instructors is extremely important. Safety lectures, demonstrations, quizzes, and other activities are a regular part of the College's instructional program.

Certain types of protective equipment are required for participation in many activities taking place in classrooms, labs, and shops. Students are required to participate fully in safety-related instruction, furnish their own personal protective equipment, supplies, and uniforms when required, and utilize College protective equipment when provided. Failure to act in a safe, responsible manner may result in immediate removal from class.

Campus Security

The College is concerned about the safety and welfare of all campus members and guests, and is committed to providing a safe and secure environment. Because no campus is isolated from crime, the College has developed a series of Policies and Procedures that are designed to ensure that every possible precautionary measure is taken to protect persons on the campus.

✋ In an emergency on the Kahului campus, call:

- Campus Security at 984-3255;
- the Maui Police Department at 911 (or 9-911 from an inside line);
- the Campus Security Chief at 984-3576 or 283-6909

Campus Parking and Vehicles

The College has in place rules governing campus parking and vehicles. The purpose of these rules is to increase pedestrian safety, reduce traffic congestion, and provide for safe and orderly parking on the campus. Any motor vehicle may be removed from the campus at the expense of the owner/driver of the vehicle if it is in violation of these rules.

Violations include: parking in prohibited areas such as, but not limited to, the following: on grassed areas, medial strips, sidewalks, in reserved or loading stalls,

in "No Parking" areas, fire lanes or along areas painted red and yellow (e.g., too close to intersection, in loading zones and driveway areas); driving on areas other than streets, roads, or parking areas; speeding over 10 miles per hour or other posted limits; reckless driving; failure to heed directions of a duly authorized officer; and failure to heed directions given on an official sign (e.g., failure to stop at stop sign, failure to obey a traffic sign).

All owners and operators of motor vehicles parked or operated on campus shall assume the risk of, and the College and University shall not be responsible or liable for, any loss or damage occasioned by fire, theft, or other casualty to motor vehicles or any contents therein. Each such owner and operator of a motor vehicle parked or operated on campus shall indemnify and save harmless the College and University from and against all claims, demands, costs, and expenses whatsoever arising out of or in connection with parking or operation of such motor vehicle on campus.

Smoking

Smoking is prohibited on campus except in designated smoking areas, in accordance with the state 2006 Smoke Free Hawai'i Law and University policy. Among the prohibited items are chewing tobacco, pipes, snuff, "vapor", and other e-cigarettes.

The State of Hawai'i implemented a new Tobacco Products policy in an effort to improve the working and learning environment and protect faculty, staff, students, and visitors from secondhand smoke exposure. Among areas where smoking is prohibited by law:

- all interior space owned, rented, or leased by the university;
- in building courtyards, breezeways, and terraces, on exterior stairways and access ramps, and outdoor dining patios, terraces, and lanais;
- within 20 feet of building entrances, exits, air intake ducts, vents, and windows of buildings;
- any area that has been designated by the person having control of the area as a non-smoking area and marked with a no smoking sign. For additional details about the policy, visit: www.hawaii.edu/smokingpolicy

Additionally, a more limited policy for UH Maui College has been implemented. For the College's smoking policy, contact the Vice Chancellor of Administrative Affairs at 984-3253.

Pets on Campus

No pets, except service dogs, are allowed on campus.

Illicit Drugs and Alcohol

In conformance with existing law, University faculty, staff, and students are not permitted to manufacture, distribute, possess, use, dispense, or be under the influence of illegal drugs and/or alcohol as prohibited by state and federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research, or recreational programs.

Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to use of illegal drugs and alcohol. Students found in violation of this part shall be subject to provisions of the Student Conduct Code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable state laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty, and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

The purchase, possession, or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board of Regency policy, executive policies, and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University sponsored or approved events, on University property, or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Sanctions that may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include

disciplinary warning, probation, suspension, expulsion, or rescission of grades or degree. Copies of the full text of the Student Conduct Code are available in the Office of the Vice Chancellor of Student Affairs; the Hawai'i Penal Code is available in the Library.

Campus-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be approved by the Chancellor and be in compliance with applicable College/University policies and state law.

Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the UH Maui College campus are available in the Office of Student Services.

Lethal/Illegal Weapons

Weapons, Dangerous Substances or Materials or Compounds: Possession or use of any weapon (as defined by statutes*) or weapon replica on campus is strictly prohibited.

Also prohibited is the possession or use of the following: an object which is designed for the purpose of inflicting bodily harm or death; any object which is diverted from normal use and is prepared for threat or combat; any dangerous substance or material or compound which is used for other than its primary intended purpose and outside its prescribed license or safety guidelines.

Prohibited items include, but are not limited to: firearms, ammunition, explosives, knives or blades, arrows, spears or spear guns, powerheads (bang sticks), batons, fighting sticks, edged throwing stars, keychain weapons, defensive sprays. Exceptions for items authorized by the respective agency/campus: 1) University Campus Security Officers; 2) Sworn law enforcement response personnel; 3) Sworn personnel who are required to possess an off-duty weapon; 4) Personnel for formally coordinated events/occasions in which an exception must be requested, providing the request is made in writing no less than two weeks in advance of the event date and such request is approved by the campus Chancellor.

** Note: As defined by the Hawai'i Revised Statutes 134 Part III: Dangerous Weapons (134-51 to 134-53)*

Sex Offenses

As with any criminal offense that occurs on campus, students should report any incidents of sexual harassment, stalking, rape, attempted rape, or sexual assault to the Campus Security Chief at 984-3576. Students may also notify the Maui Police Department at 911 and/or Campus Security at 984-3255, or request the campus security to assist by making these calls. In addition, students can call the Sexual Assault Support Services hotline at 873-8624, or its business office at 877-9839. This agency provides 24-hour emotional support, counseling, medical, legal, and judicial advocacy services to any person affected by sexual abuse. The agency also provides public education regarding prevention of child sexual abuse, incest, and sexual assault.

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Policy which explains the College's Sexual Assault Prevention Program presented to promote awareness of rape, acquaintance rape, and other sex offenses and the procedures for reporting offenses. A copy of the Sexual Assault Policy E1.204 and procedural guidelines for the Sexual Assault Prevention Program can be obtained from the Vice Chancellor of Administrative Affairs.

Information on how to best minimize becoming a victim of sexual assault is provided in a brochure produced by the Sexual Assault Support Services. Copies are available at Student Services. All students should read this brochure.

Academic Dishonesty

Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (*examples of which follow*) which violate the Student Conduct Code and may result in expulsion from the University.

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering answers after

an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes but is not limited to submitting, to satisfy an academic requirement, any document that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor; (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms when the course was conducted, and (c) fabricating data to fit the expected results.

Student Conduct

The UH Maui College has a Student Conduct Code which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Student Conduct Code, since upon enrollment at UH Maui College, students have placed themselves under the policies and regulations of the University and its duly constituted bodies.

The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct.

Copies of the Student Conduct Code are available from the Vice Chancellor of Student Affairs, Alvin Tagomori.

☞ Call 984-3268.

Student Misconduct Grievances

The process of addressing allegations of misconduct are described in the Student Conduct Code and the Academic Grievance Procedures, available from the Vice Chancellor of Student Affairs.

☞ Call 984-3268.

Regulations and Standards for Financial Aid

Financial Aid Requirements

Section 484(a)(2) and (c), Section 485(a) and (k) of Title IV of the Higher Education Act of 1965 as amended and 34 CFR Part 668.16(e), 668.34 and 668.43 (c)(2) set forth certain conditions that must be met if a student is to receive payments under that Title. In order to comply with these requirements, all financial aid recipients are required to meet the Satisfactory Academic Progress Policy.

Satisfactory Progress Policy & Financial Aid

All courses that appear on students' transcripts are considered in determining academic progress. This includes periods of enrollment for which students did not receive financial aid funds.

Satisfactory academic progress for financial aid recipients at UH Maui College is based on both qualitative and quantitative measures. To meet qualitative standards, students must maintain a cumulative grade point average (GPA) of 2.0. and complete at least 67% of their cumulative coursework. *The Financial Aid GPA is calculated by dividing the total grade points earned by the total class units attempted.* Quantitative standards dictate that financial aid recipients must complete coursework at a rate that assures completion of their academic program within a specific timeframe. The maximum financial aid time frame cannot exceed 150 percent of the published length of students' declared major for their degree.

Students who do not meet the cumulative qualitative and/or quantitative standard may be ineligible for financial aid. To regain financial aid eligibility, students must earn sufficient grades and/or complete the necessary credits to meet the qualitative and/or quantitative standards of progress. Students ineligible for financial aid based on the terms of our Satisfactory Academic Progress Policy (grades and/or time frame) may be reinstated through an appeals process with the Financial Aid Office.

The full Financial Aid Satisfactory Academic Progress Policy statement is available at www.maui.hawaii.edu/financial and click on Satisfactory Academic Progress.

VA Standards of Progress

Veteran students and other Veterans Administration (VA) beneficiaries receiving educational benefits will be required to meet the Standards of Progress. To become eligible for VA educational benefits, a veteran or eligible dependent must enroll only in courses within his/her declared major, unless a change of major is approved. All veteran students receiving VA assistance must see the VA counselor for academic advising prior to registration. The minimum standards of satisfactory progress include the following procedures and requirements:

1. Satisfactory academic progress for veterans at UH Maui College is established with the successful completion of minimum credit loads certified for the program. Veterans will be required to complete the following credit loads: half-time students (6-8 credits) must complete 6 credits; three-quarter time students (9-11 credits) must complete 75% of credits attempted; and full-time students (12 or more credits) must complete a minimum of 9 credits. In addition, a minimum cumulative grade point average of 2.0 (C) must be maintained.
2. To support their educational progress, veterans or eligible dependents who are referred by instructors will be required to meet with a counselor and will be encouraged to take advantage of the following services:
 - Testing
 - Developmental and tutorial services
 - Supplemental services for financial assistance
3. Veterans or dependents enrolled in two or more certified courses who do not complete all subjects undertaken or who withdraw after the initial drop/add period will be considered as having failed to maintain satisfactory progress, except for extenuating circumstances. Such determinations of unsatisfactory progress will be reported promptly to the VA.

4. If veterans or eligible dependents do not complete the minimum credit load and/or fail to maintain a 2.0 GPR for any semester, student will be placed on probation the following semester but will still remain eligible for benefits. Failure to meet the standards of progress in the probationary semester will result in suspension of further benefits. To re-establish eligibility, students must complete the minimum credit load and achieve a 2.0 GPR or better in the semester of aid suspension. Failure to complete the minimum credit load, and/or to maintain a 2.0 GPR for any three semesters during course of study at the College will result in suspension of further benefits.

Selective Service Registration and Federal Student Aid

Military Selective Service Act (P.L. 97-252) requires that beginning July 1, 1983, students who are required to register with the Selective Service System and fail to do so shall be ineligible to receive Federal Title IV student financial aid or incur other negative consequences.

This requirement affects all male students who are at least 18 years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered.

The group of affected males includes citizens and noncitizens eligible to receive Federal financial aid except permanent citizens of the Federated States of Micronesia, the Republic of Marshall Islands, or the permanent residents of the Republic of Palau.

✋ For information call the Financial Aid Office at 984-3277.

Financial Obligations to the University

Students who have not satisfactorily adjusted their financial obligations (such as tuition and fees, traffic violations, parking tickets, unreturned library books, library fines, other fines, locker fees, laboratory breakage fees, transcript fees, loans past due, rental payments, financial aid overawards, etc.) may be denied registration, grades, transcripts, and diplomas. A copy of the *Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawai'i* promulgated by the Board of Regents is on file at Student Services.