

**College Regulations**

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### 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 but do not wish to earn a degree or certificate.

### Continuing Student Status

Enrollment in at least one UH Maui College class each fall and spring term is required to maintain active student status with Maui College. Students who are not enrolled or completely withdraw from Maui College and reapply for admission may be subject to the catalog requirements that are in effect at the time of readmission.

### Class Standing

Class standing is a designation that defines a student's progress toward their graduation goal based on the number of credits earned (including transfer credits). Effective Fall 2015 sophomore status is reached after the student earns 30 credits. Associate and bachelor degrees require, respectively, at least 60 and 120 credits, so an average of 15 credits per semester, or 30 credits per year, is necessary to complete the minimum number of credits required for on-time graduation. Class standing levels provide students with a more accurate indicator of the progress they are making toward their degree. *Note: Federal financial aid awards for full-time status will continue to be based on 12 credits.*

### Admission to Classes

Before attending any class, students must have completed the registration process. Students who attend classes without completing the registration process will not be considered as officially enrolled.

Payment deadlines are posted on the College homepage for each semester and academic calendar.

### Change of Information

Changes in student information (address and phone number) may be made online at MyUH Services. A Change of Information form is also available at Admission and Records and Outreach Centers at Hāna, Lahaina, Lāna'i, and Moloka'i. 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. Requests to add courses after this period must be approved by the instructor of the course and an appeal. Forms for such action may be obtained at Admission & Records. *See section on Tuition & Fees.*

### Credit Load

Students are allowed to register for up to 18 credits. Starting the week before the first week of instruction, students may enroll for additional credits with 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 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 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. The schedule is available on the College homepage and on Room Use fliers posted on classroom doors.

### GRADE REPORTS

Grade Reports are viewable online at MyUH Services. Requests for a hard copy may be made at Admission & Records or from the Hāna, Lahaina, Lāna'i, or Moloka'i Education Center coordinators by completing a transcript request and paying the applicable fees.

### Grading System

The system of grades and grade points are:

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 MyUH Services at the time of registration. Most courses may be taken 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 Services up to the deadline published on the homepage. Change of option to Audit must be done in person at Admission and Records. It is the responsibility of students to inform instructors of the grading option elected prior to the deadline to change grade option. Without a declaration, instructors will assume that students have elected Option I.

**N (Work in Progress)** grade is used only in specific developmental courses: ENG 10, 19, 21, 22, 90v, and 98; LSK 30 and 90v; MATH 75X, 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.

**I (Incomplete)** grade is given to students who were progressing satisfactorily during the semester, but failed to complete the semester because of illness or other condition beyond the students' control. The Incomplete will become the grade the instructor has indicated depending upon the grading option (I or II) selected; e.g., 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 request an Incomplete.

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

**L (Audit)** grade is given to students who enroll in courses as auditors. Credits are not awarded under this option. Students must be declared as an auditor by the Change of Grade deadline published on the homepage under *Academic Calendar*.

**GPA (Grade Point Average)** 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:

- A maximum of 30 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.
- Certain courses are designated as CR/NC only. These courses may be taken only on a credit/no-credit basis.

#### Note these cautions:

- Students planning to transfer to a 4-year institution should consult that institution's catalog regarding its policy regarding acceptance of CR grades.
- 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.
- Scholarships are often contingent upon successful graded scholastic performance.
- Students opting to take courses for CR/NC when the letter grade option is available are not eligible for the Dean's Honor List.
- No audited classes are allowed for financial aid.

### **PROFESSIONAL LICENSURE INFORMATION**

If you are not a resident of Hawai'i and you are taking an online course or program leading to professional licensure, UH Maui College cannot confirm whether the course or program meets your state's professional licensure requirements. Please verify with the appropriate licensing board in the state you intend to practice.

### **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 proba-

tion 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.

#### **1. Warning**

Students are 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.

#### **2. 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:

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

#### **3. 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 semesters (*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.

#### 4. 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.

#### 5. Removal from Probation

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

#### 6. Appeals

Students may 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 or suspension is received, and prior to the first day of instruction of the following semester.

### ACADEMIC RENEWAL POLICY

Academic Renewal, if student's application is approved by UHMC, allows students with coursework three (3) years old or older an opportunity to exclude that coursework for select purposes once they have demonstrated new academic responsibility. The Academic Renewal Policy and student Request Form found at [maui.hawaii.edu/wp-content/uploads/2018/05/Academic-Renewal-Application-Form\\_12.29.17.pdf](http://maui.hawaii.edu/wp-content/uploads/2018/05/Academic-Renewal-Application-Form_12.29.17.pdf) establishes the policy and procedures for students to initiate academic renewal. For the purposes of this policy, academic renewal is defined as the elimination of up to four (4) consecutive semesters' credits from the calculation of the grade point average.

### SCHOLASTIC HONORS

#### 1. Dean's List

Each semester a Dean's List is compiled recognizing students with a grade point average 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.

#### 2. Phi Theta Kappa

Phi Theta Kappa, a national honor society for two-year colleges, was chartered at the College in 1972 as the Psi Sigma chapter. Objectives are to recognize academic achievement and to promote scholarship, service, leadership, and fellowship among talented students on campus and internationally. To qualify for membership, students must have completed 12 credits at the 100-level or above and have a cumulative GPA of 3.5 or higher.



For more information, email [epeterso@hawaii.edu](mailto:epeterso@hawaii.edu) or visit [www.ptkmaui.org](http://www.ptkmaui.org)

#### 3. Graduation with Honors

Students who achieve a cumulative grade point average of 3.5 for credit earned at UH Maui College will receive their degrees or Certificates of Achievement with honors. Only students who earned a minimum of 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 on STAR. Preparation for graduation, including meeting all 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 require-

ments 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.

#### 1. Transfer Credit

Courses completed at other regionally accredited colleges and universities with a 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 and may not apply to other UH system institutions. Students are responsible to have official transcripts from the institution sent directly to the Admission and Records Office. Some institutions use an online delivery method or use National Student Clearinghouse to deliver transcripts which can be accepted by UH Maui College. Course descriptions and Student Learning Outcomes may be requested for clarification purposes. A Transcript Evaluation Request form must be submitted to the Admission and Records Office. This form is available at the Admission and Records Office, the Counseling Department, or on the UH Maui College website.

Transcripts sent from international institutions must be translated to English through an accredited translation company and students must provide official transcripts for all courses they wish to have transferred. International transcripts must be approved by the UH System Transcript Evaluator and may take additional time for processing.

The UH Maui College Admission and Records Office reserves the right to transfer applicable courses based on the student's declared major. If a student changes program of study or notices a discrepancy in their transfer credit evaluation, the student can request a re-evaluation of their transcripts. If a student chooses to request a re-evaluation, the student must provide additional information to the Admission and Records Office. UH Maui College will not transfer in developmental courses, which are generally courses numbered below 100. For more information about transfer credit evaluation policies visit our website at [maui.hawaii.edu/transfer-credit](http://maui.hawaii.edu/transfer-credit)

## 2. 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 better. 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 a native speaker of the language, can receive credit for the full course sequence provided they complete, with grade C or better, 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.

### Back Credit Implementation Guidelines

- **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 cer-



tificates. *Note: The University of Hawai'i at Mānoa (UHM) allows back credits only to those students who entered the University of Hawai'i 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.*

- **Placement Examination:** See Hawaiian or foreign language departments to schedule a placement exam. Based on 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.
- **Bilinguals:** Bilinguals and native speakers are eligible for back credits, providing they complete with grade C or better in 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.
- **Back Credits/Grades:** Back credits are awarded with no grade designation.
- **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.
- **Number of Languages:** Back credits may be earned for only one language.
- **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.
- **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.

## 3. Prior Learning Assessment

Students with personal and professional learning obtained outside the traditional classroom that is equivalent to college-level learning may earn credits toward a degree or certificate through Prior Learning Assessment (PLA). The measures offered on this campus vary by program, but in general, include a) Credit By Examination, b) Equivalency Exam, c) Non Collegiate-Sponsored Education Credit, and Portfolio. Where specific policies are not identified, prior learning related to a student's educational program may be reviewed and credit awarded at the discretion of the appropriate academic program. Students must consult with their academic and faculty advisors to assess the advisability of seeking credit for PLA, to choose the most appropriate type of PLA, and to

determine a PLA assessment strategy. Credits earned through PLA will carry a grade of CE, CR, or PA, which does not impact grade point average. Fees accessed are based on the PLA option.

☞ Contact The Learning Center at 984-3240 for further information.

#### a. 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.

#### b. 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 CLEP 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 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 Advanced Placement policies vary with each college, those who plan to transfer elsewhere should seek information regarding applicability of such scores to their particular majors.

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

#### c. 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 4-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 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 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 UH colleges, students should be guided by the most current information and consult UH Maui College counselors for assistance.

#### Reverse Transfer

A reverse transfer is a process in which academic credits for coursework completed at one of the UH 4-year universities (UH Mānoa, UH Hilo, or UH West O'ahu) and are transferred back to Maui College to satisfy associate degree requirements.

☞ Contact the counseling department at 808-984-3306 for further information.

### Automatic Awarding of Degrees and Certificates

A student is notified of the potential to earn a credential when enrolled in coursework that will fulfill requirements to complete a certificate or degree. Upon successful completion of requirements, an academic credential is notated on the student's official transcript, unless the student notifies awarding institution not to notate the completed credential. Notation of the academic credential is completed at no cost to the student.

☞ Contact the counseling department at 984-3306 for further information.

### Automatic Admission

Students graduating from any of the University of Hawai'i seven community colleges with an AA degree or selected AS degrees will be notified that they may be eligible for automatic admission to UH Manoa, Hilo, or West O'ahu. Qualified students receive an email notification informing them of their eligibility and must respond in order to take advantage of this opportunity.

☞ Contact the counseling department at 984-3306 for further information.

### Attendance & "No-Shows"

Students are expected to attend all their classes, and especially the first class session. Instructors reserve the right to drop "no shows" who have neither made prior arrangements nor been granted prior approval for their absence. Dropped students are eligible for a tuition refund, in accordance with the Refund Schedule. Classes that are dropped during the erase period are not recorded on the student's permanent record. "No Shows" who do not officially withdraw from a class may receive the grade of F in that class.

### 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/](http://www.hawaii.edu/)

### 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 Kahului campus:

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

### Campus Parking and Vehicles

The College has in place rules governing campus parking and vehicles 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, 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.

In addition, use of skateboards and scooters is not allowed on College property.

### Smoke-and Tobacco-Free Campus

Effective July 10, 2018: all University of Hawai'i campuses and facilities became tobacco-free, joining more than 2,000 U.S. universities and colleges in an effort to provide a healthy environment for all students, faculty, and staff.

Hawai'i state law (SB 134, Act 160, SLH 2018) now prohibits the use of tobacco products at the University of Hawai'i Maui College, and at all 10 UH campuses and university-owned facilities.

We encourage all persons, including students, faculty, staff, contractors, and visitors, to refrain from using tobacco products while on property owned or operated by the University of Hawai'i for a healthier environment. "Tobacco products" include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, electronic cigarettes, vapes, and chewing tobacco. Mahalo!

☞ For the College smoking policy and more information, contact the Vice Chancellor of Administrative Affairs at 984-3253.

### Animals on Campus

This policy establishes regulations regarding all domestic, feral, wild, stray, and service animals found on the UH Maui College main campus in Kahului. For the complete policy refer to [www.maui.hawaii.edu/policies/](http://www.maui.hawaii.edu/policies/).

### 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 Regent 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.

To read the full Drug and Alcohol Abuse Prevention Policy: [maui.hawaii.edu/daapp](http://maui.hawaii.edu/daapp).

✋ Hard copies of the college's Drug and Alcohol Abuse Prevention Policy governing the possession, consumption, serving, and sale of alcoholic beverages at UH Maui College may be requested from the Vice Chancellor of Student Affairs Debra Nakama at (808) 984-3515 or [debran@hawaii.edu](mailto:debran@hawaii.edu).

### 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)*

### Policy on Sexual Harassment

Sexual harassment is a form of sex discrimination that is prohibited by UH Executive Policy EP1.204, which prohibits sex discrimination and gender-based violence. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

- when submission to or rejection of the conduct is either an explicit or implicit term or condition of an individual's employment, education, or participation in a University program, activity, or service;
  - when submission to or rejection of the conduct by an individual is used as a basis in decisions affecting that individual's employment, education, or participation in a University program, activity, or service; or
  - when such conduct is unwelcome to the person to whom it is directed or to others directly aware of it, and when such conduct is severe or pervasive and has the purpose or effect of either (a) unreasonably interfering with the employee's work performance or student's academic performance or (b) creating an intimidating, hostile, or offensive work or educational environment.
- ✋ To view the complete policy, visit [www.maui.hawaii.edu/title-ix/](http://www.maui.hawaii.edu/title-ix/), see "EP1.204: Policy and Procedure on Sex Discrimination and Gender-Based Violence"; or for more information, contact:

Debbi Brown  
Title IX/EEO/AA Coordinator  
Phone: 984-3601

### 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 Code

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.

Student Conduct Code information is available at: [www.maui.hawaii.edu/services-for-students/](http://www.maui.hawaii.edu/services-for-students/), see *Student Rights and Responsibilities*.

### Student Academic Grievance Procedure

It is a historically established rule of higher education that an instructor has authority to conduct classes, provide for the discussion of ideas, make assignments or other exercises, require examinations, and render judgments on the performance of students. This exercise of authority provides the foundation for an academic relationship between individual faculty members and individual students that is unique to colleges and universities. Certain basic expectations relevant to teaching and learning are spelled out in this procedure. If issues arise the University of Hawai'i has provided for the consistent and equitable resolution of legitimate student academic grievances.

✎ The procedures for a student academic grievance is found at: [www.maui.hawaii.edu/services-for-students/](http://www.maui.hawaii.edu/services-for-students/).

## REGULATIONS AND STANDARDS FOR FINANCIAL AID

### Financial Aid Requirements

Title IV of the Higher Education Act of 1965 as amended: Section 484(a)(2) and (c), Section 485(a) and (k); 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 aid under Title IV. 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 [maui.hawaii.edu/financial](http://maui.hawaii.edu/financial) and click on *Satisfactory Academic Progress*.

### 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.

### Pay Transparency Nondiscrimination Provision

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless

the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. If you believe that you have experienced discrimination contact OFCCP at 1.800.397.6251 | TTY 1.877.889.5627 | [www.dol.gov/ofccp](http://www.dol.gov/ofccp)

### **Policy on Email Communication**

The electronic communications policy adopted in December 2005 establishes the UH internet service as an official medium for communication among students, faculty, and staff. Every member of the UH system has a *hawaii.edu* address, and the associated username and password provide access to essential web announcements and email. You are hereby informed of the need to log regularly into UH email and web services for announcements and personal mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration, and business office staff, classmates, student organizations, and others.

### **Consumer Information Disclosures**

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements that post-secondary institutions participating in federal student aid programs make to enrolled and prospective students, parents, employees, and the public.

In compliance with federal law, a brief description of the information that must be disclosed, where to find the information online, and contact information for the responsible department is provided at [maui.hawaii.edu/consumerinfo](http://maui.hawaii.edu/consumerinfo).

If you have questions or would like to request a printed copy of any materials, please contact call or email the appropriate office or contact the Vice Chancellor of Student Affairs Debra Nakama at (808) 984-3515 or [debran@hawaii.edu](mailto:debran@hawaii.edu).