## Schedule of Tuition and Fees

<table>
<thead>
<tr>
<th>No. of Credits</th>
<th>Fees (per semester)</th>
<th>Resident Tuition (per credit)</th>
<th>Resident Total</th>
<th>Non-Resident Tuition (per credit)*</th>
<th>Non-Resident Total</th>
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<tr>
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</tr>
</tbody>
</table>

* Non-resident tuition may vary between Community College campuses.
Payment of Tuition and Fees
Payment must be received by the published deadline of the campus offering the course. You are responsible for paying for your tuition and fees for courses you are enrolled in. **Registration will not be automatically cancelled for non payment.** If payment is not received or you have not signed up for the payment plan, the University of Hawai`i may place a financial hold on your student account until this obligation is paid in full. Additionally, the University may deny you further registration and/or cancellation of registration, transcripts, diplomas and other University services.

Special Tuition Fees
**Activity**
A $30 activity fee is charged to both residents and non-residents for the Fall/Spring terms.

**CNA, MEDA, and Nursing Lab Fees**
A $150-$400 lab fee is charged each semester for the CNA, MEDA and Nursing labs.

**Apprenticeship Tuition and Fees**
Apprentice and Journey Work: $.45 per clock hour.

**Bus Pass**
A $24 bus pass fee is charged to both residents and non-residents for the Fall/Spring terms.

**Kaulana Bus Pass (KPASS) Fee**
Fees are used to support subsidized public transportation services negotiated with the County of Kaua`i that allows student fee payers unlimited bus rides in exchange for payment of the mandatory fee amounts as negotiated.

This public transportation program will take into effect for all registered students, pending approval.

Terms of the public transportation services will be reviewed by Kaua`i Community College and the County of Kaua`i for successive contract renewals and negotiations.

**Cable TV**
A fee may be charged when a student registers in a course offered via cable television to recover the amount of any per student charge required under a license agreement or contract for use of copyrighted television courseware.

**College Catalog**
The College catalog is available online via the Kaua`i Community College website or for purchase at the KCC Bookstore.

**Course Changes**
Should you see Admissions and Records to add or drop courses, a $5 change fee is charged (from the late registration period) for every change processed. There is no charge for a transaction done on the web, nor for a withdrawal from the last course at the student's home institution.

**Dishonored Check Service Fee**
A $25 service charge will be assessed for each check which is made out to the University of Hawai`i and is returned for any cause.

**Student Schedule/Bill**
A $2 duplicating fee is charged for each copy.

**Graduation**
A fee of $15 is payable at the time the student submits the Application for Graduation.

**Hawaiian Language Diploma**
A $15 fee is charged for a Hawaiian Language Diploma. This diploma is in addition to, and not an alternative for, the regular English language diploma.

**Late Registration**
A fee of $30 is charged when a student registers after the last day of regular registration for the Fall/Spring terms ($10 for Summer term).

**Non-Credit Course Tuition and Fees**
Fees for non-credit courses vary. For details, visit the OCET website at [http://www.kauai.hawaii.edu/training/](http://www.kauai.hawaii.edu/training/)
Special Tuition Fees

Other Educational Records
A $2 fee is charged for each copy of any other educational record requested by a student.

Transcript
A $5 fee is charged for each transcript that is sent to another college outside the University of Hawai‘i System or for student copies.

A $15 fee is charged for all “rush” transcripts (processed within 24 hours), sent within or outside of the University of Hawai‘i System or for student copies.

An additional $2.25 processing fee is charged for transcripts ordered online through the National Student Clearinghouse. For more information, visit the Admissions and Records Office website.

DO NOT send transcripts within the UH System (exception: send transcripts if you attended KCC prior to Fall 1986 - no fee required, except for “RUSH”).

Financial Obligations to the University

Students who have financial obligations (such as tuition and fees, traffic violations, parking tickets, unreturned library books, library fines, other fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas, registration, and enrollment verifications.

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 in the Office of the Vice Chancellor of Student Affairs.

Refunds

Federal regulations require each University participating in the Title IV Federal Student Aid Programs, to have a written policy for the refund and repayment of federal aid received by students who withdraw completely during a term for which payment has been received.

These policies are effective only if the student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60% of the enrollment period.

Repayment Policy

The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of the return of the Title IV funds to the programs from which they were awarded.

A repayment may be required when cash has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time during the term that the student was enrolled.

If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned aid is allocated between KCC and the student according to the portion of disbursed aid that could have been used to cover KCC charges and the portion that could have been disbursed directly to the student once University charges were covered. KCC will distribute the unearned aid back to the Title IV programs as specified by law. The student will be billed for the amount the student owes to the Title IV programs and the College.

Tuition and Fees Refund

Refunds are processed by the Business Office.

Semester Length Courses: Student Activity Fees

A 100% Student Activity Fee refund is given for complete withdrawal made within the first week of instruction. No refund is given for complete withdrawal made after the first week of instruction.
Refunds (continued)

Non-Semester Length Courses: Tuition and Special Course Fees
The refund period at all institutions shall be 20% of the instructional period. The instructional period includes all calendar days beginning from the first day of instruction and ending on the last day of instruction. No refunds will be made for courses where the instructional period is 10 days or less, except before the first day of instruction. Refunds for credit courses that are not semester long shall be as follows:

1. 100% refund for complete withdrawal only if made on or before the last day of late registration as established at each institution.

2. 50% refund for complete withdrawal or change in status or tuition rate if made after the last registration period but on or before the end of the refund period as defined above, unless otherwise stipulated by federal regulations.

Non-Semester Length Courses: Activity Fees

1. 100% refund of the student activity fee for complete withdrawal only if made on or before the first day of instruction.

2. No refund of the student activity fee if complete withdrawal is made after the first day of instruction.

Financial Aid Program
(Financial Aid Programs are subject to change)

The mission of financial aid is to facilitate student achievement of academic goals by providing financial resources to students who would otherwise be unable to pursue post-secondary education. The underlying principle behind financial aid programs is that parents and students have a primary responsibility to pay for college as their means permit.

To qualify for most Federal aid programs you must meet the following requirements:

- be a U.S. citizen or an eligible non-citizen (permanent resident).
- be enrolled at least half-time in a degree granting program (classified student) (Pell excluded).
- be making satisfactory academic progress toward a degree.
- not be in default on a loan or owe a refund on a federal grant.
- demonstrate financial need.
- have obtained a high school diploma, GED, or completed a secondary education home schooling credential.
- have registered with Selective Service, men only.

Federal Financial Aid Programs include:

FEDERAL PELL GRANTS: These are federal entitlements available to any qualified, needy undergraduate student who is attending college and who has not previously earned a Bachelor’s degree.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG): These grants are available to undergraduate students with exceptional financial need who are attending school at least half-time.

FEDERAL WORK STUDY PROGRAM (FWSP): This program provides funds for part-time employment. Students are limited to a maximum of 20 hours per week during the academic terms. An individual student’s award is based upon his/her individual need and the availability of funds.

SUBSIDIZED FEDERAL STAFFORD LOAN: Annual loan limits differ depending on a student’s academic level and existing Stafford loan balance. Interest is paid or subsidized during deferment periods. Repayment begins 6 months after the borrower ceases to be enrolled at least a half-time or separates from College.

UNSUBSIDIZED FEDERAL STAFFORD LOAN: Very similar to the subsidized loan’s annual and aggregate limits, interest rate, and deferment. However, interest begins to accrue upon disbursement of the funds. Student loan deferments are available.
Financial Aid Program (continued)

State, Institutional, Private, and Other Financial Assistance:

HAWAI'I STUDENT INCENTIVE GRANT (HSIG): Tuition grants are available to needy undergraduate students attending school at least half-time. To qualify, a student must be eligible for a Pell Grant and be a resident of Hawai'i for tuition purposes.

B PLUS SCHOLARSHIP: Graduate of a public high school after 2005; cumulative grade point average (GPA) of at least 3.0; completion of a rigorous high school course of study as outlined by State regulations; Hawai'i resident; was eligible for free or reduced lunch program; and seeking a degree in any field of study at any UH campus.

STATE TUITION OPPORTUNITY GRANTS AND ACHIEVEMENT SCHOLARSHIPS: Tuition grants and scholarships to resident or non-resident undergraduate and graduate/professional students who demonstrate financial need, merit, or service.

STATE CENTENNIAL SCHOLARSHIP: Tuition scholarships available to resident Hawai'i high school graduates after May 2007, 3.8 GPA, 1800 on SAT, or 27 composite score on ACT.

Satisfactory Academic Progress Policy
As a condition of receiving financial aid at Kaua'i Community College, students must demonstrate and maintain satisfactory academic progress towards the achievement of an associate degree or certificate.

Evaluation Period
- The student’s academic progress will be evaluated prior to disbursement of funds each semester.
- All semesters of previous enrollment will be considered in calculating the percentage of remaining eligibility whether or not a student had previously received financial aid.

Eligibility Requirements
- Only classified students enrolled in courses applicable to their primary educational major are eligible for financial assistance.
- Students must maintain a cumulative and current GPA of at least 2.0.
- A student must maintain a pace of progress of earning at least 67% of all cumulative credits attempted.

Quantitative (Maximum Timeframe)
In addition to completing a certain percentage of their coursework, students must also be progressing through their educational program within a set timeframe. A student's maximum timeframe is determined by the number of credits required for completion of their degree goal multiplied by 150 percent.

Examples:
A Certificate of Achievement in Business Technology requires 33 credits. A student in this program is eligible to receive aid for a total of 50 credits.

An Associate of Arts (A.A.) degree requires 60 credits. A student is eligible to receive aid for a total of 90 credits.

- Transfer credits that have been evaluated and accepted will be counted as both attempted and completed hours. It is the student’s responsibility to meet with an academic counselor to determine the number of transfer credits that are not applicable to their program of study at Kaua'i Community College

- Students may choose to change their major at any time, however all credits previously attempted at the college and accepted transfer credits, will initially be counted in their new maximum timeframe.

- When students re-enroll after completing a program they were officially enrolled in, their new maximum timeframe may not need to include all previously attempted credits.

Multiple Degrees
Once a student completes one degree at Kaua'i CC, the student may not be eligible for financial aid OR may have limited financial aid eligibility. Students must see an academic counselor to determine how many credits from the previous degree apply to the second degree and submit a Maximum Timeframe Form to the Financial Aid Office. The form will inform the Financial Aid Office of how many credits the student needs to graduate with the second degree. In certain cases, if a student has not exceeded the maximum timeframe as allowed by federal guidelines, professional judgment may be used to allow the student to receive aid towards subsequent certificates or degrees.

Grades and Dropped Courses
- The following grades will be considered as credits attempted but not earned: F, NC, N, W, I. An “I” will be calculated as no credit. If the grade should change to an A, B, C, or D it is the student’s responsibility to notify the Financial Aid Office so his/her Financial Aid GPA may be recalculated.

- Repeated courses are counted in total attempted hours.

- Dropped classes after the erase period (3rd week of the semester) will be counted in total attempted hours.

- Credit by Exam and Audited courses will not count in a student’s total enrollment for financial aid purposes.
Remedial & Developmental Courses

- Remedial courses will not count in a student’s 150% timeframe, but will count in the GPA and 67% completion calculations.
- Developmental courses that directly fulfill primary major requirements will be calculated in the 150% timeframe, GPA and 67% completion calculations.

Financial Aid Warning

- Students who do not meet the eligibility requirements as listed above will be given a financial aid warning for the following semester.
- During the warning semester, students are still eligible to receive financial aid.
- Students not making Satisfactory Academic Progress at the end of the warning semester will be placed on suspension.

Financial Aid Suspension

- Students on Financial Aid Suspension are ineligible for all Title IV aid (including loans), unless an appeal is granted.

Appeal Policy and Procedure

A student who is not maintaining satisfactory academic progress and has a status of Financial Aid Suspension may appeal his/her status by completing the appeals process. Appeals will only be considered for the following reasons:

1) Extended personal illness/injury
2) Death of immediate family member
3) Withdrawal for reasons other than medical (i.e., military activation)

Students are required to meet with the Academic Counselor to review their appeal application and create an academic plan. Follow-up academic counseling appointments may be required as a condition of the appeal.

All appeals must be made in writing, with supported documentation when required, on the Satisfactory Academic Progress Appeal Form. Students must also complete two USAFunds Life Skills lessons before submitting their appeal. All appeals along with all required documentation are to be submitted for review to: Financial Aid Officer, Financial Aid Office, OSC 104, 3-1901 Kaumuali‘i Highway, Lihue, HI 96766-9500. Appeal decisions are final.

The deadline to submit an appeal is the last day of the erase period (approximately 3 weeks into the semester). See the Kaua‘i Community College Academic Calendar for exact dates.

Financial Aid Probation

- A student on financial aid suspension who successfully appeals the suspension will be in a financial aid probation status.
- During the probationary period, students are eligible to receive financial aid.
- At the end of the probationary semester, a student must either:
  - be making satisfactory academic progress; or
  - be meeting the conditions of their academic plan.

- If the student is not making satisfactory academic progress, but is successfully following the established academic plan, the student would continue to be eligible for aid in subsequent semesters.
- A student on financial aid probation that is neither making satisfactory academic progress, nor successfully following their established academic plan at the end of the probationary semester will be placed on financial aid suspension for future semesters and will not be eligible for further appeals.

FOR ADDITIONAL INFORMATION ON APPLICATIONS, ELIGIBILITY REQUIREMENTS, OTHER SCHOLARSHIPS, AND OTHER FINANCIAL AID PROGRAMS CONTACT THE FINANCIAL AID OFFICE AT 245-8360.
**Scholarship Programs**

**CHARLES R. HEMENWAY SCHOLARSHIP:** This is an institutional scholarship program to assist financially needy residents attending college at least half-time.

**PACIFIC ISLANDER SCHOLARSHIP:** Institutional scholarship to assist citizens of eligible Pacific Island jurisdictions: FSM, Palau, Northern Marianas, Guam, American Samoa, and Marshall Islands. Must be classified, enroll full-time, and earn a cumulative GPA of 2.5 or higher.

**RUTH E. BLACK SCHOLARSHIP:** Institutional scholarship program established to financially assist sons or daughters of contractors, engineers, and construction workers. To qualify, students must be a resident of Hawai`i, have a minimum GPA of 2.5, and be enrolled full-time. First priority is given to sons or daughters; second, to students pursuing a construction related field of study; and third to other qualified students.

**HI VETERAN MEMORIAL SCHOLARSHIP:** This is an institutional scholarship program developed to assist financially needy students with a cumulative GPA of 2.5, attending college full-time. A letter of recommendation is required.

More college scholarships are located at our website: [http://kauai.hawaii.edu](http://kauai.hawaii.edu).


**Senior Citizen**

You may attend classes as a "Visitor" without having to pay tuition and fees if you are a senior citizen who:

1. Is 60 years or older during the week immediately following the late registration period;
2. Is a bona fide resident of the state of Hawai`i as described by University of Hawai`i’s definition;
3. Meet course prerequisites, if any; and
4. Does not have any financial obligation.

Grades or credits will not be recorded and your name will not appear on the instructor’s official class roster. Acceptance into classes is by instructor approval, after the late registration period. Check the Academic Calendar for scheduled dates. This is to assure that others wanting to register for credit or to officially audit classes will have the opportunity to do so.

Visitor passes are issued for each course and may be obtained at the Admissions and Records Office after late registration. Passes are issued only if seats are available.

If you are a new or returning visitor, you will need to complete an application for residency determination purposes.

If you wish to register during the regular registration and late registration periods, you may do so but you must complete all registration procedures and pay full tuition and fees.

**Student Employment**

Students are limited employment to a maximum of 20 hours per week during the academic terms. To be eligible for on campus jobs you must be a classified student enrolled in at least six or more credits. Visit the Student Employment website at [http://www.hawaii.edu/sece](http://www.hawaii.edu/sece) to complete a job application, search for jobs and to obtain job referrals.

**Veterans' Administration**

Kaua`i Community College is an approved educational institution for education and training under the Administration Veteran's Educational Assistance Act (G.I. Bill), and the Dependents’ Act. Information regarding eligibility, entitlement, and types of training authorized may be obtained from the Veterans’ Administration Regional Office. For information on the G.I. Bill or other veteran benefits, contact the U.S. Department of Veterans Affairs at 1-888-442-4551 (toll free central time) or visit gibill.va.gov or the Admissions and Records Office at 245-8225.
The Admissions and Records Office is the custodian of your academic record. Go there for admission information and special procedures, registration information, transcripts, grades, residency information, transcript evaluation, VA certification, and Class Availability.

Kaua’i Community College Alumni may join the University of Hawai’i Alumni Association. It cultivates a close, supportive relationship between graduates and the UH System.

The Apprenticeship Training Program at Kaua’i Community College offers quality education through training. The Program currently assists 7 building industry trades: air conditioning, carpentry, electrical, masonry, plumbing, roofing, and sheet metal. The apprentices are provided with on-the-job training and attend related training courses at the College.

The College Bookstore, located in the Continuing Education and Training building, is the place to shop for not only students, but the entire community and visitors to the island. We are the official source for your University of Hawai’i and Kaua’i Community College logo souvenirs and clothing. Students may purchase all their new and used books for all their Kaua’i CC classes including supplies, backpacks, soft drinks, snacks, candies and more. Students enrolled in distance classes may purchase books from the “home” campus. The “home” campus is the campus where the course originates from. For example, if you live on Kaua’i and take a distance course offered at Kapi’olani CC, Windward CC, or UH Hilo campus, you need to go to those campus websites to purchase your books. Go to the bookstore homepage website at http://www.bookstore.hawaii.edu and choose the campus your course is offered from and proceed from there. If you prefer a phone order, you may call each respective campus bookstore at the contact number listed on their website. If you call during school rush, you may need to leave a message, since staff is often helping customers on the sales floor, and they will contact you at their first available moment. Students may also visit this website to purchase Kaua’i books online.

Bookstore gift cards are also available for purchase at the bookstore. These gift cards are redeemable at any of the bookstores in the UH System.

Computer hardware and software are available for purchase at the bookstore. Faculty, staff, and students currently registered at any of the UH campuses including students registered in the OCET non-credit classes qualify to purchase. Your registration slip may be required as proof of registration. Call the bookstore at (808) 245-8273 if you have any questions.

Catalogs for the University of Hawai’i at Manoa and the Kaua’i campus are available for purchase. All other campus catalogs can be purchased online at the respective campus sites.

Booklist and special evening store hours are posted at the Bookstore prior to the beginning of each semester.

A full book refund is given if the book is returned within the first week of the semester. Only a 76% refund is given if a book is not in a saleable condition (new books that are returned marked/soiled). A register receipt is required for ALL refunds! After the first week, all sales are final. Summer session refunds must be made within 24 hours. Exception may be made on a case-by-case basis.

CASH PAID FOR BOOKS! During the final exam week that occurs twice a year in May and December, students can sell their books back to the Bookstore. Signs are posted around campus prior to the buyback announcing the days and time. See the bookstore bulletin board for more information on buyback.

Kaua’i Community College is concerned about the safety and welfare of all campus members and guests. Because no campus is isolated from crime, the College has developed policies and procedures to ensure appropriate precautionary measures are taken.

Outside phones are located at the entrance of the Performing Arts Center and Learning Resource Center. The College also has emergency Blue Phones to contact the College’s security officer in the event of an emergency. The emergency Blue Phones are located at the Learning Resource Center, Fine Arts, Nursing portables, Campus Center, Electronics, OCET (Office of Continuing Education and Training), and Early Childhood buildings. For information, contact the Vice Chancellor for Administrative Services at 245-8230 or the Vice Chancellor of Student Affairs at 245-8313.

The Campus Wellness Center is a nurse-managed, academic health center with the goals of: providing high quality wellness care to students, faculty, and staff; offering a clinical practice site for health careers students and faculty; and serving as a site for investigation of wellness-related topics.

Services are provided by Nursing faculty who are Advanced Practice Registered Nurses in various specialties and include general health screening, family planning services, HIV and sexually transmitted disease screening, care of common illnesses, immunizations, TB testing, stress reduction, emotional care, CPR training, and health education activities. The Campus Wellness Center hours and CPR schedule are listed on the website at http://kauai.hawaii.edu/wellness.
Career Planning
245-0132

The 'Oihana 'Imi Loa Center provides career planning information and testing services, including occupational interest inventories, personality inventories, and a library of occupational information. Career Kokua and Discover, along with other computer occupational information and guidance systems, are also available.

Computer Labs

Computers for student use are located in the Learning Commons.

Counseling and Advising
245-8212

Counseling and guidance at Kaua‘i Community College add a personal quality to students’ efforts to obtain a formal education. Take advantage of admissions counseling; new student orientation workshops before each new semester; individual, personal and vocational counseling; and appointments to use Career Kokua.

Counseling is based on your individual interests, abilities, aptitudes, and needs. Advising is available year-round to assist you in defining your academic and occupational goals. You are encouraged to see a counselor to resolve personal problems that may interfere with your studies.

Distance Learning
245-8330

Distance learning courses can increase student flexibility regarding the time, place, and pace of study. Cable TV courses provide instruction to students via commercial and public access television. Students receive their course content through television and interact with faculty through phone and email. Online courses are delivered to students via the World Wide Web (WWW). These courses generally provide the most flexibility for students in terms of time and place of study. Interactive Television (ITV) classes and videoconferencing provide two-way video and audio instruction between students and faculty at various sites around the state. Students need to go to the ITV or videoconferencing site on campus. On-site outreach courses involve instructors hired by another UH campus to teach classes on Kaua‘i. Associate, Bachelor’s, and graduate courses and programs are available through distance-delivered technologies. For more information, go to http://kauai.hawaii.edu/uckauai/.

Email Access/
MyUH Services

As part of its effort to help students gain skills in current technology and to support instructors using email as a teaching and communicating mechanism, the College provides email accounts for students. Because it is an educational institution, the College emphasizes the educational use of email. Students can log onto: https://www.hawaii.edu/myuhservices. It is recommended that students check their UH email at least twice a week.

English Language
and Culture
245-8278

Special courses are offered for students who speak English as a second language. See ELI 1, ELI 2, ELI 3, and ELI 4 in the Course Description section of this catalog.

Facilities Use
245-8364

The College facilities may be used by University of Hawai‘i affiliates, state of Hawai‘i agencies, and other organizations on a space-available basis. All non-state organizations must obtain, and maintain throughout the period of use, liability insurance of at least one million dollars for bodily injury liability arising out of each occurrence and of at least one million dollars for property damage liability arising out of each occurrence. The University of Hawai‘i and the state of Hawai‘i, and their officers, employees, and agents shall be listed as insured under the policy. Prior to the date of use, the user must provide to the University a certificate of insurance verifying the existence of the necessary liability coverage, including the coverage of the University of Hawai‘i and the state of Hawai‘i, and their officers, employees, and agents.

Non-institutional users of University facilities must clearly indicate in all promotional material that the program or activity is neither sponsored nor endorsed by the University of Hawai‘i.

Financial Aid
245-8360

The Financial Aid Program at Kaua‘i Community College provides financial assistance to students who would not be able to attend college without such assistance. This assistance helps to supplement the expected contribution of a family or individual in meeting the cost of education. All funds are distributed in accordance with federal, state and institutional policies. To insure consistency and equity in the awarding of aid to students, we encourage completion of the Free Application for Federal Student Assistance (FAFSA) by March 1, the priority deadline. All financial aid programs are subject to change due to legislative action.

Food Services
245-8243

(Cafeteria)
kaucdr@hawaii.edu
(Dining Room Reservations)

The KCC Cafeteria and Culinary Arts Restaurant serves as an instructional facility for students in the Culinary Arts Program. During the course of training, students produce a wide variety of lunch items. Both facilities are open to the public. The Cafeteria is open in both the fall and spring semesters. The Culinary Arts Restaurant is open for lunch service during the fall semester for 12 weeks, and 6 weeks during the spring semester. Email kaucdr@hawaii.edu for information on the Culinary Arts Restaurant. For information on the Culinary Arts Program, contact Program Coordinator Duane Miyasato at 808-245-8365 or duanemi@hawaii.edu.

Handicapped Parking
245-8399

There are several handicapped stalls located in all KCC parking lots. Any student with a state of Hawai‘i, Department of Transportation Disabled Person’s Parking Placard may park in these reserved spaces.
The KCC Library has a collection of over 54,000 books and over 700 AV materials. Digital online media resources include over 39,000 film titles that can be viewed via Films on Demand. Complementing the Library's physical book collection are electronic books (or e-books) offered via Ebrary and Credo Reference. Over 140,000 e-book titles are currently available. Along with e-books, the Library subscribes to full-text databases for over 28,000 journal titles. An electronic catalog provides access to all UH System libraries, to 46 local and national indexes, and to online databases. Interlibrary loan service is

See Campus Wellness section, page 29, for campus health center. Wilcox Memorial Hospital is located in Lihu'e. Referral for those in need of vocational rehabilitation assistance or psychiatric attention is also available.

Health insurance is available to students. Those not covered by any form of medical insurance are encouraged to purchase a health care plan such as the University of Hawai'i/Chaminade University Student Plan. Brochures and applications for the student health plans are available at the Office of the Vice Chancellor of Student Affairs.

All F-1 and M-1 visa foreign students must have some form of medical insurance before registration will be permitted.

Through Interlibrary Loan, KCC students have access to materials in all of the UH System libraries. Materials can be ordered and received from any remote UH campus.

International study opportunities may be available. For information, ask your instructor or counselor.

All KCC students have access to the Internet on campus computers. UH campus computers are to be used for academic pursuits.

KCC is a first-rate institution that helps businesses create a stronger, better workforce and also helps working people reach their goals. As Kaua‘i’s training hub, KCC provides effective, customized training that responds to the professional and personal development needs of our community’s lifelong learners. Job-related skill courses are accelerated, focused, and often customized to meet specific industry needs. KCC also has a wide variety of specialized and distance learning courses designed to prepart individuals for national and state certification exams (e.g., Tour Guide Certification, Forklift Certification, Certified Landscape Technician, Commercial Driver’s License, green, susustainable, Environmental Health and Safety, and Security Guard Training.

Non-credit courses are open to anyone who can benefit from them. While there are no prerequisites, specific courses may require some prior experience to obtain maximum benefit. NON-CREDIT COURSES DO NOT MEET THE REQUIREMENTS FOR A COLLEGE CERTIFICATE OR DEGREE.

The Learning Center is an academic support unit committed to providing services and programs to meet the diverse needs of the student population. The Learning Center assists students to become independent, self-confident and efficient learners and to develop requisite skills enabling them to meet the College’s academic standards, succeed in obtaining their career and life goals and become productive members of society. Students are assisted in gaining and strengthening necessary skills to improve their class performance and achieve educational and personal goals. Programs and services include tutorial assistance in math, writing and other content areas and language courses; resource materials; individualized study skills instruction; and small group workshops and/or individual instruction in learning skills, word processing, email, internet use and self-management skills. The Learning Center offers computers and a printer for student use.

Qualified peer tutors and faculty volunteer tutors are available in the Learning Center to assist students in English, math, language, and in other content courses. Group tutoring and test review sessions are also available.

The Learning Commons is situated in the Learning Resource Center on the first floor of the library. It provides tutoring, college success services, and a math/science lab. These services are designed to support students in their college career. Small conference rooms, computers, and tables for group study create an environment for learning, sharing, and stimulating discussions.

The Samuel W. Wilcox II Learning Resource Center provides a variety of learning and teaching resources. See Learning Commons, Library, Media Services, and Learning Center for specific information.

The Library provides a diverse collection of materials in support of the College curriculum. Reference services include library instruction and research assistance (traditional and electronic). Computers within the library provide access to the University of Hawai‘i Libraries’ electronic catalog (Voyager), online databases, the internet, and other programs such as Word.

The KCC Library has a collection of over 54,000 books and over 700 AV materials. Digital online media resources include over 39,000 film titles that can be viewed via Films on Demand. Complementing the Library’s physical book collection are electronic books (or e-books) offered via Ebrary and Credo Reference. Over 140,000 e-book titles are currently available. Along with e-books, the Library subscribes to full-text databases for over 28,000 journal titles. An electronic catalog provides access to all UH System libraries, to 46 local and national indexes, and to online databases. Interlibrary loan service is
Library (continued) available to the 4 million volumes within the UH System libraries.
The Library offers ample seating for students. Small group meeting rooms are available for students working on projects. Computers within the Library provides access to the internet and to the campus network. Laptops and a reserve collection are available at the circulation desk. Other services in the Library include video/DVD players, microfilm readers/printers, and a photocopier (color and black and white).
Library hours will vary depending on whether or not a semester is in session. Please call the Library for current hours.

Lost and Found
245-8233
Information for lost and found articles may be obtained at the Library Circulation Desk.

Media Services
Media Services assists the faculty and students in preparing instructional materials and supports technology in the classroom.

MyUH Services
MyUH Services is a mobile-optimized, one-stop shop for UH business tasks, forms, apps and more. It includes one-click access to services customized for students, faculty and staff across our 10-campus system. Users can enter key words or phrases directly in the search bar and filter their results by role, campus and/or category. They can even tag their frequently used tasks to personalize their account, making navigation both easy and quick. For more information about MyUH Services, go to http://myuhinfo.hawaii.edu

‘Oihana ‘Imi Loa
Center (Career Center) and Off-Campus Employment
245-0132
The center’s staff can assist you with job searches off-campus, offer assistance with résumé review, cover letters, preparing for interviews, and providing career exploration for those who are undecided about their major/career. Access to full-time and part-time employment opportunities are provided to students of the University of Hawai‘i Community College system (UHCC).

Off-Campus and Internship Work: Off-campus and internship work can be accessed by setting up your student account at http://tinyurl.com/kynhkkn. At this site you will also find a resource page which links to off-campus employers under Resources.

Positions not posted at the above sites may be viewed on Job Boards located in the Learning Resource Center, the Student Lounge, and outside the career center.
Orientation for New Students 245-8212

New Student Orientation (NSO) is required at Kauai Community College. It is an important "first step" toward a great start at KCC and to a successful college career. Our NSO will help you to prepare for your first semester at KCC.

It will provide you with information on campus resources, student life and activities, and college survival tips to assist you with the transition to college and to our campus. You will meet other new students and some of our faculty and counselors as well as go on a campus tour.

NSO sessions are offered prior to the start of the fall and spring semesters. Students can sign up to attend an NSO session with your advisor when you come in for your advising appointment. If you have any questions about NSO, please call the Counseling and Advising Office at 245-8212.

Parking 245-8399

Porching on campus is governed by the College’s Rules and Regulations Governing Parking and the Operation of Motor Vehicles on the Kaua’i Community College Campus. Copies are available at the Office of the Vice Chancellor of Student Affairs.

Performing Arts Center (PAC) 245-8270, Box Office 245-8352, Manager

The Performing Arts Center is the venue for outstanding international, national, and local cultural performances. It has hosted many sold-out productions since its grand-opening in fall 1995. The Performing Arts Center seats 550, with 12 additional spaces for wheelchair patrons. The resilient performing stage and backstage rehearsal room were specially designed for dance group productions.

A 9-foot Steinway concert piano is housed in the Center. A costume room, scene construction shop, and dressing rooms are included in the facility. Projected for future construction are an art exhibit area in the lobby and an outdoor performing stage (see Facilities Use information on page 30 for details).

Recreational Facilities 245-8364

The College’s recreational facilities include 4 tennis courts, a weight training center, and a student lounge with a pool table, ping-pong table, and satellite television access. A large grassy field is available for walking or jogging.

Services to Hawaiian Students 245-8212

Services are provided to assist in the recruitment and retention of Hawaiian students. Services include academic planning and advising; assistance in college success; career guidance, and self-development.

Services to Single Parents and Displaced Homemakers (SPDH) 245-0112

The SPDH program provides support services to single parents and displaced homemakers pursuing vocational, career or technical certificate/degrees. Services include college orientation, academic and personal advising, career planning, registration and financial aid resources. In addition, SPDH also manages Bridge to Hope (BTH), an on campus employment opportunity, designed for students needing to complete work or volunteer requirements to maintain status with the State of Hawai‘i First to Work Program.

Services to Students with Disabilities 245-8212 245-8314

Section 504 of the Rehabilitation Act of 1973 states that: “No otherwise qualified person with a disability in the United States...shall, solely by reason of...disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Through the Counselor for Students with Disabilities, Kaua‘i Community College provides equal access and reasonable accommodation to students with disabilities. Students requesting accommodations need to identify themselves and provide appropriate verification of their disability to the Counselor for Students with Disabilities. Only the Office of Student Services, Counselor for Students with Disabilities can grant accommodations for a student with a verified disability. Early notification (6 weeks prior) ensures arrangements for accommodations before the semester starts. For more information, contact the Counselor for Students with Disabilities at (808) 245-8314, (808) 245-8212, or email: hashisak@hawaii.edu.

Mental Health Counseling Services

We offer personal counseling, consultation, and coaching to help students improve their mental health and wellness. Our free, confidential counseling services help students:

- Adjust to college life
- Learn healthy ways to cope with stress
- Enhance personal relationships
- Receive treatment for depression and anxiety
- Cope with crisis (including domestic violence, sexual assault, and thoughts of suicide)
- Create balance in their lives
- Clarify educational plans and life goals
- Manage ADHD and other disorders
- Receive psychiatric referrals

Please call (808)245-8212 or (808)245-8314 to schedule an appointment or email: hashisak@hawaii.edu.
Registered Independent Campus Organizations provides students the opportunity to acquire valuable leadership skills, interact with other people that have similar interests, participate in civic, recreational, social and academically related activities, and gain important networking relationships.

For a complete list of Registered Independent Campus Organizations, check out the Student Life website at info.kauaicc.hawaii.edu/asuhkauai/.

‘AUPAKA CLUB - Academic
The ‘Aupaka Club is committed to enriching the lives of single parents, displaced homemakers and any interested students who strive for higher education. Our vision is to be a resource that students of Kaua`i Community College can access to successfully complete their educational goals.

BAHAI CLUB - Religious
Dedication to public service and the promotion of the oneness of mankind and world peace is the Baha’i Club’s mission. This club sponsors service projects and activities such as public meetings that promote the basic tenets of the Baha’i faith, which includes recognition of the need for: the unity of all religions, the equality of men and women, the elimination of all forms of prejudice, and the establishment of an auxiliary world language. The Baha’i Club also has a variety of literature addressing these concepts. They also support other organizations working towards these same goals.

CHI ALPHA CHRISTIAN FELLOWSHIP CLUB - Religious
The purpose of the Christian Faith Club is to 1) Build new relationships and friendships with KCC students. 2) Introduce students to the tenets of the Christian faith. 3) Encourage Christians in their spiritual walk.

CLUB MATH - Academic
The purpose of Club Math is to develop an appreciation and understanding of math in the community and to promote a curiosity for mathematics in everyday living.

CULINARY ARTS CLUB - Academic
The Food Service Club provides activities and programs to prepare its members for employment in culinary arts and hospitality services. The club also strives to increase knowledge of current practices, and to enable members to attend food fairs, and provide opportunities for other excursions and field trips.

DANCE SPORT CLUB - Recreational
The purpose of the KCC Dance Sport Club is to provide students with instruction in ballroom dance and to encourage fellowship through dance classes and club activities.

ELECTRONICS CLUB - Academic
The purpose of the Electronics Club is to provide a place for students to gain knowledge, experience and confidence in electronics.

ENVIRONMENTAL CLUB - Service
The Environmental Club strives to educate KCC students, faculty, and staff members about the importance of being environmentally aware of our surroundings. The club also strives to play an integral part within the community by participating in service activities that focus on environmental awareness, beautification, and maintenance.

FILM CLUB - Educational
The purpose of the KCC Film Club is to involve students in the education, stimulation, exposition, participation, exploration, creation, and collaboration in the process of all film entities.

FUTURE EDUCATORS OF YOUNG CHILDREN - Academic
The Future Educators of Young Children (FEYC) provides support and information to Early Childhood and Pre-Elementary Education students, which will facilitate their professional growth. FEYC also develops links with Hawai`i Association of the Education of Young Children (HAEYC) by participating in their professional development activities and by supporting their efforts to enhance campus and community awareness of the needs of children. In addition, FEYC supports or initiates activities, which provide direct services to the children of campus families and the general community.

GARDENING CLUB - Educational
The Gardening Club was organized in the fall of 2000 whose primary objective is to encourage KCC students to participate in gardening projects at the KCC Farm.

HO’OKUI CAREER CLUB - Academic
We the future leaders in our community, desire to develop, participate in, and serve the community by engaging in co-curricular activities, do hereby ordain and establish this Constitution for the students in the Career program offered at Kaua`i Community College.
HOSA (Health Occupation Student of America) CLUB - Academic
The purpose of HOSA is to serve the needs of its members and strengthen the HSE-HOSA partnership in the following ways: Fostering programs and activities, fostering self actualization of each member, building confidence in students and their work, promoting inter-organizational relationships with professional groups, recognizing individual achievements, promoting involvement in survival needs of the world, and establishing and maintaining state associations in good standing with HOSA.

HOSPITALITY AND TOURISM (HOST) CLUB - Academic
The objective of the HOST Club is to advance the quality of hospitality as inspired by the Aloha Spirit and island pride, to build closer student-industry ties, to enhance traditional classroom learning, to build HOST program-alumni relations, and to foster camaraderie among HOST students.

INTERNATIONAL STUDENTS CLUB - Culture
The mission of the International Students Club strives to bring together students from abroad, students with foreign backgrounds, and local students who are interested in intercultural exchange and understanding.

JEHOVAH’S WITNESSES IN LIHU`E AT KCC - Religious
This club introduces and promotes help and guidance for students and others to improve their quality of life through participating in scheduled meetings and other various activities.

KA LE O O KCC ONLINE NEWSPAPER - Educational
The purpose of the Ka Leo O KCC Online Newspaper is to provide a hands-on opportunity in the discipline of Journalism.

KAUAI AUTOMOTIVE TECHNOLOGY CLUB - Academic
The purpose of the organization shall be to promote enthusiasm for study of automotive technology through “Learning by Doing” and to reinforce what students have learned through “Learning by Teaching.” The organization shall promote a positive image of the industry to the public at all times and work to improve the public understanding of automotive technology.

KAUAI CATHOLIC CAMPUS MINISTRY - Religious
The purpose of KCCM is to establish a Catholic Community that promotes and fosters group and individual growth through faith and service.

KCC ACCOUNTING CLUB - Academic
The objectives and purpose of the KCC Accounting Club is 1) To advance the cause of quality accounting service inspired by the Aloha spirit and island pride. 2) Build closer student-industry ties. 3) Complement traditional course work with living industry and general business exposure. 4) Foster camaraderie among students interested in the Accounting profession.

KCC ANIME AND MANGA CLUB - Recreational
The purpose of the KCC Anime and Manga Club is to explore and better understand traditional and modern Japanese culture through the use of Japanese animation (or “anime”) and Japanese sequential (or “manga”).

KCC CHORAL MUSIC PERFORMANCE CLUB - Academic
The purpose of the Kaua`i Community College Choral Music Performance Club is to provide students with an opportunity to meet and sing choral music, either with the KCC Garden Island Singers or more informally.

KCC DANCE CLUB - Recreational
The purpose of the Dance Club is to provide students with various styles of dance instruction. These styles include hip-hop, break dancing, and jazz with the possibility of contemporary and ballet.

KCC RADIO CLUB - Recreational
The Radio Club strives to provide the community with high quality media and to offer students with the opportunity to participate in radio media.

KCC SUSTAINABILITY CLUB - Educational
The mission of the group is to bring together KCC students, faculty/staff and broader community members who are passionate about sustainability and its ability to create meaningful change through the use of culture, environment, economics, water, energy, affordable living, food models.

KU PONO I HO’OKAHI HAWAI`I - Language and Culture
The purpose of the Hawaiian Club is to perpetuate the Native Hawaiian culture and values through cultural practices, social gatherings, educational advancement, and community support.
LA TERTULIA ESPANOLA - Culture
The purpose of the Spanish Club is to provide an understanding of Hispanic countries and cultures, and to provide opportunities to converse in Spanish.

LEADERSHIP CLUB  Student Government
The Leadership Club at KCC primarily supports student leaders elected to serve on the Associated Students of the University of Hawai‘i at Kaua‘i Community College Student Government (ASUH-KCC). Activities focus on student leadership development and fundraising Journalism.

MUSIC, THEATER, AND ARTS CLUB - Recreational
The main purpose of the Music, Theater, and Arts Club is to promote courses in music, theater, literature, and arts that are being offered at the College. In order to maintain a wide variety of courses for students to choose from, students must participate and join these courses to keep them open and available. Along with promotion of campus courses, the club is also involved in media. It also co-sponsors and holds informative discussions/debates in which students and community members can come together and become aware of what’s going on around the island. This club allows students to bring their ideas together and manifest them into being. The Music, Theater, and Arts Club gives students a voice and a means of expressing themselves artistically, musically, and vocally.

NIHONGO KURABU - Culture
The purpose of the Japanese Club is to provide an understanding of Japan and Japanese culture.

NURSING CLUB - Academic
The Nursing Club is a vehicle for student nurses by providing community services such as: health fairs, holiday caroling at hospitals, volunteer blood pressure monitoring, and other health related events. The Nursing Club also raises funds through moneymaking projects for the purpose of supporting 2nd year students during their required clinical experience in Honolulu each year. In addition, these funds may be used to assist with graduation expenses.

PAMANTASAN CLUB - Culture
The KCC Pamantasan Club was organized in fall 1989 to serve as a support group for minority students who are planning to enter a baccalaureate or graduate school program.

PHI THETA KAPPA - Honor Society
This organization was established to recognize and encourage scholarship among 2-year college students. Students named to the Dean’s List (3.5 GPA) receive an invitation to join the Alpha Pi Xi Chapter of Phi Theta Kappa, an international honor society for the 2-year college student.

ROTARACT CLUB OF KAUA‘I COMMUNITY COLLEGE - Service
The Rotaract Club of KCC was chartered in spring 2005 by students and Rotary Clubs of Hanalei Bay, Kapa‘a, Kaua‘i, Kalepa Sunrise, Poipu Beach and West Kaua‘i. The purpose of Rotaract Club is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and services.

STUDENT VETERANS OF AMERICA - Military Veterans
The Student Veterans of America is composed of college based military veterans and supporters dedicated to supporting military veterans, their families, and their communities.

Student Employment on campus: 245-8323 or 245-8372

To be eligible for on-campus jobs, a student must be enrolled for at least 6 credits and have a cumulative GPA of 2.0. New students are eligible for jobs upon enrollment for at least 6 credits. Interested students may visit the following website, http://www.hawaii.edu/sece/, to search for jobs and print referrals.

To be eligible for jobs funded by Federal Work Study Program (FWSP), a student must apply through the Financial Aid Office and qualify for the program. Upon qualifying, a student must have received a Federal Work Study award by the Financial Aid Office and be enrolled for at least 6 credits. Eligible students are limited to a maximum of 20 hours per week during the academic terms (Fall/Spring semesters). Students’ award is based upon individual need and the availability of funds. Please visit info.kauaicc.hawaii.edu/asuhkauai/.

See Federal Aid Programs, page 25.
The Associated Students of the University of Hawaii Kauaʻi Community College Student Government ASUH-KCC SG is the official chartered student senate organization of Kauaʻi Community College. The senate is comprised of an administrative council and student representatives for each campus division and minority groups of the college. The main function of ASUH-KCC SG is self-governance and student representation. This allows the senate to maintain its facility operations and serves as an avenue for student leaders to advocate on behalf of the general needs of its constituents. Also important, the group serves as a voice for campus concerns and actively volunteers on various campus and community committees. ASUH-KCC SG also sponsors activities for the student body, budgets and allocates student activity fees to support student groups and campus projects.

To get involved with ASUH-KCC Student Government, visit the Student Life website at info.kauai.hawaii.edu/asuhkauai/.

Student Housing
245-8225

The College does not maintain dormitories or other student housing facilities. Students must arrange for their own housing.

Student Life Center
245-0104

The Student Life Center is the central hub for student government, student activities, and registered independent campus organizations. Located on the second floor of the Campus Center, the popular gathering place houses the Student Lounge where friends meet and relax between classes, study areas with free internet access, LCD televisions to watch a favorite sport, ATM and vending machines, and a coffee and tea station to get through those rigorous academic courses. Also available is a spacious multi-purpose conference room for think-tank groups and clubs. And if stress release is in order, the Game Room is the perfect place to shed some energy with the professional grade ping pong table, tournament sized billiard tables, LCD televisions with satellite access, and board games for all ages. Student Identification Cards, bus pass information and gaming equipment are available at the Student Life Box Office.

Find out more about the Student Life Center at http://info.kauai.hawaii.edu/asuhkauai/.

Student Life Office
245-0112

The Student Life Office is located in the Student Life Center on the second floor of the Campus Center. The office provides administrative support, leadership development, training and activity planning for all student-led groups such as ASUH-KCC Student Government and registered independent campus organizations. In addition, the office works closely with the Student Activities Council (SAC) whose primary goal is to sponsor general campus activities and volunteer with non-profit community organizations on numerous projects.

For a complete list of Student Life services, visit the Student Life website at http://info.kauai.hawaii.edu/asuhkauai/.

Student Loans
245-8360

The College offers federal student loans. For information on these loan programs, please contact the Financial Aid Office, kauccfao@hawaii.edu.

Student Services
245-8212

Counseling and Advising, Financial Aid, Admissions and Records, and Outreach Programs support the College’s mission by providing students of Kauaʻi Community College a comprehensive experience which nurtures student success. Utilizing a systematic developmental process and a full range of institutional and community resources, the College supports students in their quest for an enriched quality of life, acquiring skills and attitudes that promote intellectual and personal growth.

Testing Center
245-8306

The Testing Center offers a quiet environment for testing throughout a student's career and beyond. Services include proctoring for placement tests, makeup exams, distance learning courses from other University of Hawaiʻi campuses, distance learning courses from colleges and universities outside the University of Hawaiʻi system, and administration of exams for certification or licensure. Please visit www.tinyurl.com/kctest for more information about services and hours.

The Kauaʻi Community College Testing Center is also a PearsonVUE Authorized Test Center, providing further on-island opportunities for community members to advance in their careers. Please visit PearsonVue.com for more information about other academic and professional exams available on Kauai through PearsonVue’s network of testing centers.

Transportation

All current students who have paid tuition and fees each fall and spring semester have access to the Kauaʻi Bus Transportation System. Guidelines and current fee schedule for the Student ID / Kaulana Bus Pass is available at the Student Life Center located on the second floor of the Campus Center.

University Center
245-8330

The College serves as a University Center for the UH System, providing support services for outreach programs from other institutions in the UH System. Such programs make it possible for students to earn part or all of the credits needed for four-year or graduate programs, degrees, or certificates while remaining on Kauaʻi. Programs of study are available from University of Hawaii Community Colleges, UH Manoa, UH Hilo, and UH West O‘ahu. Call to find out about current and future program availability, or visit http://info.kauai.hawaii.edu/uekauai/.

Veteran's Training
245-8225

The College is an approved educational institution for education and training under the Veterans’ Educational Assistance Act (G.I. Bill), the Veterans’ Readjustment Act, and the Dependents’ Act. Information regarding eligibility, entitlement, and types of training authorized may be obtained at the Admissions and Records Office or by contacting the U.S. Department of Veterans Affairs at 1-888-442-4551 (toll free central time) or visit gibill.va.gov.
Academic Dishonesty

See Student Conduct Code, page 49.

Academic Probation and Suspension Policy

The Academic Probation and Suspension Policy establishes that any student who earns less than a 2.0 cumulative or current GPA shall be placed on academic probation. Grades of “W”, “I”, and “N” are excluded. Academic probation statuses are noted in the student’s transcript record.

A student on academic probation who subsequently fails to achieve a 2.0 GPA for courses undertaken during the probationary semester and whose cumulative grade point average is below 2.0 shall be placed on academic suspension for one semester.

A student returning to the College following a semester of academic suspension shall be placed on academic probation and is subject to all conditions set forth for probationary students.

A student on academic probation who completes all credits attempted, excluding withdrawals, and achieves both a current and cumulative GPA of at least 2.0, shall be removed from academic probation and reinstated to satisfactory academic standing.

Adding/Dropping Classes

You may add or drop courses through the MyUH Portal on the internet. When you drop a class, you will receive a “W” grade. A “W” grade means that you have officially dropped a course. If you intend to withdraw but do not officially do so, you are considered enrolled and expected to complete assignments; the instructor will give you a grade based on your work in the class.

**Erase Period** - Courses dropped during the first 3 weeks of the semester will not be recorded on the student’s record and a “W” grade will not be assigned.

**Deadlines** - Check the College Calendar for both add and drop deadlines. You need to take care of your responsibilities in dropping a course because your GPA could be affected.

**Semester Courses** - You may drop (withdraw from) semester-length courses any time up to the stated deadline.

**Non-Semester Length Courses** - The last day to withdraw from modular and non-modular courses that are completed in less than a semester is the instructional day prior to 60% completion of the course.

**Complete Withdrawal** - Students may drop courses online via their MyUH Portal prior to the first day of instruction. If you are not allowed to withdraw from the last course listed under Current Schedule in your MyUH Portal, contact the Admissions and Records Office at (808) 245-8225. There is no charge for a withdrawal from your last Kaua‘i Community College course. Official withdrawal is not complete until the required form has been filed and all financial obligations cleared.

**Cancelled Course** - When a course is cancelled, an email notification will be sent to your hawaii.edu account (e.g., johndoe@hawaii.edu). Your hawaii.edu account is the official means by which the University will communicate important messages to you. Please check this account regularly.

Attendance

You are expected to attend the classes in which you are enrolled, and you are responsible for all class work assigned. For anticipated or unavoidable absences, you are expected to inform your instructor(s) and to make up class work. If you expect an extended period of absence, you need to discuss it with your instructor(s). The instructor(s) determine if it is possible for you to make up course requirements.

**No-Show Drop Policy**

All credit courses, whether face-to-face or online - Students who do not establish attendance by the 100% refund date stated in the schedule of classes may be administratively withdrawn. If the student does not contact the instructor and the instructor reports the student as a “no show,” the student will be withdrawn. Under these conditions, the administrative withdrawal will take place before the 100% refund date period and the student may be eligible for a refund, if applicable. The course will not appear on the student’s transcript. Since many classes do not have mandatory attendance, it is still the responsibility of any student who registers for class but then desires not to attend to notify the records and registration office before the 100% refund date, otherwise the student is liable for the course tuition and fees.
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: a) 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, or along areas painted YELLOW or RED curbs (e.g., too close to intersection, in loading zones, and in driveway areas); b) driving on areas other than streets, roads or parking areas; c) speeding over 15 miles per hour or other posted limits; d) reckless driving; e) failure to heed directions of a duly authorized official; and f) failure to heed directions given on an official sign (e.g., failure to stop at stop 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 hold 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.

Campus Public Safety

Kaua‘i Community 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 call the Kaua‘i Police Department at 911. For assistance from campus security call 245-8399. For information, contact the Campus Public Safety Manager at 245-8398 or the Vice Chancellor of Administrative Services at 245-8230.

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 safety activities are a regular part of the Kaua‘i Community College 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.

This Official Notice, by the University of Hawai‘i Office of the President, is issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.
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 Regents 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 which 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 Code are available at the Office of the Vice Chancellor of Student Affairs.

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

Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the University of Hawai‘i Community College campus are available at the Office of the Vice Chancellor of Student Affairs.

**Lethal Weapons** - Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor.

**Sexual Assault** - See Sexual Assault Policy, page 49.

**Sex Offenses** - Students should report any incidents of sexual harassment, rape, attempted rape, or sexual assault to the Vice Chancellor for Student Affairs (245-8260), and the Kaua‘i Police Department (911). They may request that the Vice Chancellor assist by making these calls.

Assistance is available at the Office of the Vice Chancellor of Student Affairs for students who would like to change their academic and/or living situations following an alleged sexual assault incident as well as for those who need counseling. Information on how to best minimize becoming a victim of sexual assault is provided in a brochure entitled “Sexual Assault, Reducing the Risk and Coping with an Attack.” Complimentary copies are available at the Office of the Vice Chancellor of Student Affairs.

**Smoking** - In accordance with the State’s No Smoking Act, Act 108, SLH 1976 and Act 245, SLH 1987, and University policy, smoking is prohibited in any of the classrooms, laboratories, conference rooms, and other covered structures of the College. It is against State law and campus policy to smoke within 20 feet of the entrance of a building.

**Catalog of Record** - The catalog that is current when the student enrolls in Kaua‘i Community College is the catalog of record. A student who is in continuous attendance (except summer session) may graduate under the provisions of the catalog of record or a subsequent issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on the last re-entry date or a subsequent issue. A student who changes a program of study will come under the provisions of the catalog in effect at the time of the change.
**Change of Major**

**ENTERING STUDENTS:** All new, returning, and transfer students who have submitted an application but have not registered, may change their major by contacting the Counseling and Advising Office. Students who have registered must see their counselor and complete a Change of Major Form.

**CURRENT STUDENTS:** Current students may change their major by seeing their counselor and completing the Change of Major Form.

**Personal Data or Address**

Any change of name and citizenship may be reported to the Admissions and Records Office in writing. A form is available at the Admissions and Records Office. Out-of-state students should provide their local address upon arrival to Kaua‘i. Students can update personal information through MyUH Services.

**Classification of Students**

Students are classified as follows:

**By program enrollment:**

- **Classified:** Students who follow a prescribed program of studies leading to a degree or certificate.
- **Unclassified:** Students who are not enrolled in an organized program or curriculum and are not working toward a degree or certificate.

**By number of credits enrolled:**

- **Full-time:** Students who are enrolled for 12 or more credits.
- **Part-time:** Students who are enrolled for 11 credits or less.

**By educational level:**

- **Freshman:** Students who have completed 0 – 29.99 credits
- **Sophomore:** Students who have completed 30 – 59.99 credits

**By registration status:**

- **First-time student:** A student attending a post-secondary institution (beyond high school) for the first time.
- **Continuing student:** A student who was enrolled at Kaua‘i Community College during the previous semester (excluding summer session).
- **Returning student:** A student who was last enrolled at Kaua‘i Community College and is returning to the College after an absence of one or more semesters.
- **Transfer student:** A student who was last enrolled in another academic institution of a post-secondary nature.
- **Continuing education student:** A student at Kaua‘i Community College who is taking a non-credit course through the KCC Training Office/OCET.

**Course Waivers and Substitutions**

Students wishing to have a course waived or substituted in their program must consult with their instructor before requesting a course waiver or substitution. With instructor approval, a Request for Course Waiver/Substitution Form will be completed by the student and forwarded for approval or disapproval to the instructor. The instructor will route the completed form to the Admissions and Records Office.

**Dean’s List**

Classified students who take full-time Kaua‘i CC courses who achieve a GPA of 3.5 or higher in any one semester will be included on the Dean’s list. For information on other scholastic honors, see the Phi Theta Kappa entry under Student Clubs in the Campus Services section.

**Educational Rights and Privacy of Students**

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act (FERPA) of 1974 (hereinafter the Act), students in attendance at the University of Hawai‘i, Kaua‘i Community College are hereby notified of the following:

1. It is the policy of Kaua‘i Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.

2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
   a. The right to inspect and review education records within 45 days after a request for access is received.
   b. The right to request the amendment of education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
   c. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   d. The right to file complaints concerning alleged failure by Kaua‘i Community College to comply with the Act.
3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Office of the Vice Chancellor of Student Affairs, Kaua`i Community College.

4. Directory Information: Students are advised that certain personally identifiable information listed below is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with State law, at the College’s discretion, without prior consent of the student, unless the student otherwise so informs the College not to disclose such information.
   a. Name,
   b. Major field of study,
   c. Education level, (i.e. freshman, sophomore, etc.)
   d. Fact of participation in officially recognized activities and sports,
   e. Weight and height of members of athletic teams,
   f. Dates of attendance,
   g. Previous educational institution attended,
   h. Degrees and awards received,
   i. Honors and awards (including Dean’s List)
   j. Enrollment status (full-time and part-time).

A student has the right to request that any or all of the above items not be designated Directory Information with respect to that student. Should a student wish to exercise this right, he/she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the Admissions and Records Office which of the above items are not to be disclosed without prior consent of that student.

NOTE: Submission of this FERPA confidentiality request form does not automatically remove you from the UH online directory. To remove yourself from the UH online directory, please do so via your MyUH account. From your MyUH account, go to the “My Profile” tab, UH Online Directory, Options for Students.

5. A parent, partner, or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him/her without prior written consent of the son, daughter, spouse, or partner.

Factors Which May Affect Your Credits

Audit - Students may seek to audit a course because they want to review a subject or to learn without the pressure of having to fully participate in the class.

If you want to audit a course, you must first obtain written permission from the instructor using the “Permission to Audit a Course” Form. The form is available at the Admissions and Records Office.

The extent of the classroom participation is at the option of the instructor. No credit is given for an audited course and an “L” will be posted on the grade report to indicate the audit. STUDENTS MUST COMPLETE ALL REGULAR ADMISSION AND REGISTRATION PROCEDURES IN ORDER TO AUDIT A COURSE, AND REGULAR TUITION AND FEES MUST BE PAID.

Audit carries no credit and does not contribute towards full-time student status (required for Veterans’ benefits and Financial Aid).

Balancing Work with College Courses - It is important for students to balance their time requirements of classes, study time, employment, and other commitments. The following table is recommended as a guide to students in balancing work with school.

<table>
<thead>
<tr>
<th>Total Credit hours taken</th>
<th>Maximum number of hours per week employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - 7</td>
<td>40 hrs</td>
</tr>
<tr>
<td>6 - 9</td>
<td>30 hrs</td>
</tr>
<tr>
<td>9 -12</td>
<td>20 hrs</td>
</tr>
<tr>
<td>12 -15</td>
<td>10 hrs</td>
</tr>
<tr>
<td>15 -18</td>
<td>none</td>
</tr>
</tbody>
</table>

Credit by Articulation - Credit by articulation is a time-shortened program available at Kaua`i Community College for high school students from Kaua`i’s high schools to receive college credits for equivalent courses completed in high school.

To obtain credits by articulation, students must submit a Credit by Articulation Form with their System Application and high school transcripts to the Admissions and Records Office.

Specific information and application procedures may be obtained at the Counseling and Advising Office.
Credit by Institutional Examination - Credit by Institutional Examination is available in a few courses at the College. Students will not receive letter grades for credits granted, but will receive the grade designation of “CE,” which indicates that the equivalent of a grade of “C” or higher was achieved on the examination. For more information, see Prior Learning Assessment (PLA) on pages 18 and 19.

Credit by Institutional Examination carries no credit and does not contribute towards full-time student status (required for Veterans’ benefits and Financial Aid.)

Credit Load - The normal credit load for a student is 15-17 credits per semester.

Credit/No Credit Option - The major purpose of the credit/no credit option is to encourage students to broaden their education by venturing into subject areas outside their fields of specialization without risking a relatively low grade.

Under the option, a student will be granted a “CR” grade (credit) which indicates that a grade of “C” or higher was achieved, or an “NC” grade (no credit).

If you intend to transfer to a 4-year institution, you should check that school’s catalog to find out whether it accepts “CR” grades.

Credit/No Credit Option at the UH Mānoa Campus - The Credit/No Credit (C/NC) option at the 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 Mānoa should follow this Mānoa policy when taking courses at KCC.

Repeating Courses - If you received a grade of “D” or lower, you may repeat the course and receive the higher grade and grade points. Credit is allowed only one time. You do not need instructor approval to repeat the course.

Transfer Credits from Another Institution - A student transferring from a regionally-accredited college or university may be allowed credit for previous academic work. It is the student’s responsibility to have official transcripts of previous work sent to the KCC Admissions and Records Office by the institutions previously attended, to apply for evaluation of transcripts for advanced standing, and to provide course description information from the catalogs of the previous colleges attended. A Transcript Evaluation Request Form is available at the Admissions and Records Office. Official transcripts become the property of the College and will not be forwarded to any institution outside of the University of Hawai‘i System or individual or copied for students.

Variable Credit - Some courses are offered with variable credit. After the title of a course in the course description section, there will be a credit range, (1-3 is a common listing). Credit is given for course work completed and may not exceed the credits for which you are registered.

Final Exams - Final examinations take place the last week of each term (see the Academic Calendar for exact dates and times). All students must take their finals at the scheduled time; exceptions will be made only for illness or other circumstances beyond your control and must be approved by your instructor. Any student who is absent without excuse from any exam may forfeit the right to make it up.

Grade Point Average - The grade point ratio GPR (or grade point average /GPA) is determined by dividing the total number of grade points earned by the total number of credits attempted. Courses for which grades of “W,” “L,” “CE,” “CR,” “NC,” “NCE,” or “N” were recorded are not included in computing the GPR. Grade points are assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>
Grades

Each semester you will receive a grade report on your academic progress. Letter grades are used to indicate the quality of work done. Grade reports are available to you shortly after the end of each semester or summer session via a secured Internet site (report cards are not mailed).

Kaua‘i Community College reserves the right to withhold issuance of grades, transcripts, or diplomas to students who have not met their obligations to the College.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points (Calculating Grade Point Average)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent Achievement</td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Above Average Achievement</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Average Achievement</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Minimal Passing Achievement</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>0</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal from a course</td>
</tr>
<tr>
<td>N</td>
<td>No grade assigned</td>
</tr>
<tr>
<td>CR</td>
<td>Credit Granted</td>
</tr>
<tr>
<td>CE</td>
<td>Credit Granted (Credit by Examination)</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit Granted</td>
</tr>
<tr>
<td>NCE</td>
<td>No Credit Granted (Credit by Examination)</td>
</tr>
<tr>
<td>L</td>
<td>Audit</td>
</tr>
</tbody>
</table>

A course grade of Incomplete indicates that an essential requirement of the course has not been completed. Incompletes are granted only for acceptable reasons and only with the instructor’s consent. An Incomplete must be made up by the deadline stated in the academic calendar or the incomplete grade will automatically convert to an alternate course grade indicated by the instructor at the time the “I” was awarded.

IN NO CASE WILL AN “I” GRADE REVERT TO A “W” GRADE. SEE COLLEGE CALENDAR FOR SPECIFIC DEADLINES. To complete a course in which a student has received an Incomplete, the student must make arrangements with the instructor.

Faculty Senate Grading Memo to All Instructional Faculty Regarding Incomplete (I) Grades – March 11, 2016

A course grade of Incomplete indicates that an essential requirement of the course has not been completed. Incompletes are granted only for acceptable reasons and only with the instructor’s consent. An Incomplete must be made up by the deadline stated in the academic calendar or the incomplete grade will automatically convert to an alternate course grade indicated by the instructor at the time the “I” was awarded.

The alternate course grade will be the course grade the student earned at the end of the term with the missing assignments’ grades entered as “0’s” or no credit. If the student turns in the essential work within the established deadline, the instructor will grade the newly submitted material and change the student’s final grade to the one earned with this essential work added.

N No grade assigned. Indicates that a student has either not completed the requirements of the course or has not reached a level of accomplishment within a specified time period which will allow for an evaluation.

W Withdrawal from a course. Indicates formal withdrawal from a course after the first three weeks of the semester.

CR Credit granted. Denotes work deserving of a credit at “C” level or higher for courses taken under the Credit/No Credit grading option.

CE Credit granted. Denotes work deserving of a credit at "C" level or higher for courses taken under the Credit by Institutional Examination assessment.

NC No credit granted. Denotes minimal passing work or lower and not deserving of credit under the Credit/No Credit grading option.

NCE No credit granted. Denotes minimal passing work or lower and not deserving of credit under the Credit by Institutional Examination assessment.

L Indicates that a course was audited. No credit granted.

Graduation

In order to receive either a degree or certificate from Kaua‘i Community College, a student must complete a Graduation Application. Check the Academic Calendar for application deadlines. A $15 graduation fee is payable to the Business Office upon submission of the Graduation Application. Students may qualify to graduate at the end of either the fall or spring semester, or at the end of summer session. However, a commencement ceremony takes place only at the end of each spring semester.
Graduation
(continued)
To be eligible for graduation, continuing students (with no break in enrollment) may meet the program requirements stated in the catalog for the year of their 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. Graduation may be denied if all requirements, including incomplete grades, are not met by the end of the graduating semester.

Preparation for graduation, including meeting all the requirements, is the responsibility of the student. If you are a new or returning student, you may begin to monitor your progress toward graduation by following the program requirements in the Instructional Programs section of this catalog. If you are a continuing student with no break in enrollment, you may also follow the program requirements, provided there have been no changes in the program requirements since your initial enrollment.

Graduation
Requirements
The issuance of an A.A. (Associate in Arts), A.S. (Associate in Science), A.A.S. (Associate in Applied Science), or a C.A. (Certificate of Achievement) requires that the student must:

1. Earn a GPA of 2.0 or better for all courses applicable toward the degree or certificate.
2. Earn a minimum of 12 credits of program courses in the degree/major at Kaua‘i Community College. This requirement may be waived for cause at the option of the Vice Chancellor for Academic Affairs or the Chancellor. The Vice Chancellor or Chancellor may also approve the use of credit by examination to meet this requirement.

The issuance of an A.S.C. (Academic Subject Certificate) or a C.O. (Certificate of Competence) requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate.

Notation of Academic Credentials
A student will be 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, academic credential will be notated on the student’s official transcript, unless Kauai Community College is informed not to notate the completed credential at the request of the student. Notation of the academic credential will be completed at no cost to the student.

Health
and
Insurance
Requirement
All non-resident international students must demonstrate proof of enrollment in a health and accident insurance program before any such student shall be permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

In compliance with public health regulations, students must show evidence that they are free of active tuberculosis and measles, mumps and rubella.

Kaua‘i Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

Health
Requirements
Hawai‘i State Law requires all students to meet examination and immunization requirements before they attend any post-secondary school in the state. The Tuberculosis (TB) and Measles, Mumps, and Rubella (MMR) clearances must be issued by a U.S. licensed MD, DO, APRN, or PA and submitted prior to registration.

TB test must have been given within 12 months prior to the first day of instruction. MMR required of individuals born after 1956, or foreign immigrant. MMR record must included complete dates (month/day/year) for each immunization.

Kaua‘i Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

International
Programs
and Services
The Office of International Programs and Services establishes and implements systemwide policies and procedures to ensure the effective systemwide coordination of the University’s international programs relating to immigration, study abroad, scholar services, protocol, exchanges, and cooperative agreements for systemwide implementation. The University of Hawai‘i has exchanges and cooperative agreements at both the student and faculty levels with universities around the world and it has especially close ties with many universities in the Asia-Pacific region. The office, which is administratively housed under the Senior Vice President and Chancellor for Community Colleges, also administers the International Agreements Fund and serves as a clearinghouse for information on the University of Hawai‘i’s international involvement.

International
Students
International applicants must comply with all regulations of the Immigration and Naturalization Service as well as with applicable policy of the Board of Regents of the University of Hawai‘i and the policies of Kaua‘i Community College. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Kaua‘i Community College is authorized under Federal law to enroll non-immigrant alien students.

Contact the Admissions and Records Office for rules and regulations and admission requirements.
Late Registration
Check the Academic Calendar for late registration information. There is a late registration fee in addition to regular tuition and fees. Late registration is normally held during the first 5 days of instruction during the fall and spring semesters and during the first 3 days of the summer session. Registration for modular courses is open up to the beginning date of the modular class.

Non-Resident Student
Once classified as a non-resident, a student continues in this status at the College until submitting satisfactory evidence to the Admissions and Records Office that proves otherwise.

The maximum number of non-resident students that can be accepted by the College is limited by the Board of Regents policy. Students classified as non-residents are required to pay non-resident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:

A. U.S. military personnel and their authorized dependents during the period such personnel are stationed in Hawai‘i on active duty.
B. Members of the Hawai‘i National Guard and Hawai‘i-based Reserves.
C. Full-time employees of the University of Hawai‘i and their spouses and legal dependents.
D. East-West Center student grantees pursuing baccalaureate or advanced degrees.
E. Hawaiians, descendents of the aboriginal peoples that inhabited the Hawaiian Islands an exercised sovereignty in the Hawaiian Islands in 1778.
F. Citizens from an eligible Pacific Island district, commonwealth, territory, or insular jurisdiction, state or nation which provides no public higher education institution granting baccalaureate degrees are charged 150 percent of the resident tuition rate. The Office of the President updates and distributes the list of eligible Pacific Island jurisdictions.
G. Veterans of the United States Armed Forces eligible to use Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai‘i, and enroll at the university within three years of discharge from a period of active duty service of 90 days or more.
H. Individuals eligible to use transferred Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai‘i, and enroll at the university within three years of the transferor’s discharge from a period of active duty service of 90 days or more.
I. Individuals eligible to use Post 9/11 GI Bill educational benefits under the Marine Gunnery Sergeant John David Fry Scholarship, who live in Hawai‘i, and enroll at the university within three years of the service member’s death in the line of duty following a period of active duty service of 90 days or more.
J. With the written approval of the chancellor, campuses may, for those nonresident students whose special talents and/or unique skills will make a significant contribution to campus life, exempt the nonresident portion of tuition. If instituted, the total number of exemptions granted in any given year should be established in accordance with the campus’s strategic enrollment management goals, not exceed two percent of campus enrollment in any given year, and be reviewed/promulgated on a biennial basis.

Misrepresentation - A student or prospective student who intentionally or willfully misrepresents any fact or any form or document intended for use in determination of resident status for tuition purposes will be subject to the regular disciplinary measures of the University of Hawai‘i.

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal before students register for classes. Appeals are heard by the Committee on Resident Status only after the tuition is paid.

Appeal Process - Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal before students register for classes. Appeals are heard by the Committee on Resident Status only after the tuition is paid.

Policy of Nondiscrimination, Affirmative Action and Filing Complaints
Kaua‘i Community College is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, status as a covered veteran, national guard, victims of domestic or sexual violence, gender identity and expression, genetic information, citizenship, credit history, and income assignment. This policy covers admission and access to, and participation, treatment, and employment in Kaua‘i Community College’s programs, activities, and services. With regard to employment, Kaua‘i Community College is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under University of Hawai‘i policy.

Kaua‘i Community College strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, Kaua‘i Community College is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans.
Policy of Sexual Harassment and Sexual Assault
The University of Hawaiʻi (“University”) is committed to maintaining and promoting safe, respectful campus environments that are free from discrimination, harassment, and sexual violence. The University prohibits and does not tolerate sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These forms of sex discrimination and sexual misconduct are prohibited by law and are serious offenses that violate the basic standards of behavior expected of members of the University community. Such conduct substantially interferes with a person’s civil rights to equal opportunity in employment, education, and/or access to University programs, activities and services, whether on- or off-campus. The University will take appropriate action to prevent sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Each campus will implement prevention and response procedures that include providing information on Title IX Coordinators and other designated personnel, law enforcement options, safety, interim measures, education and prevention services, and on- and off-campus resources. Each campus will investigate complaints in a manner that is equitable and reasonably prompt. Where appropriate, the campus will take prompt and effective steps (including disciplinary sanctions) reasonably calculated to end the sexual misconduct, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

Resources and Filing Complaints
Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of a protected category may file a complaint with any of the individuals listed below. The process of addressing allegations of discrimination are described in the University of Hawai‘i Administrative Procedure A9.920, Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission.

Students may also file complaints of discrimination with the U.S. Department of Education, Office for Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: 206-607-1600 FAX: 206-607-1601, TDD: 800-877-8339.

For more information on equal opportunity polices, complaint procedures, and available avenues of recourse for Kauaʻi Community College, contact:
Students: Isaiah Kaauwai, Interim Vice Chancellor for Student Affairs & Title IX Coordinator, 808-245-8260
Student with Disabilities: Marilyn Hahisaka, Counselor, 808-245-8314
Employees: JoRae Baptiste, Human Resources Manager, EEO/AA Coordinator, and Title IX Deputy, 808-245-8323
Mary Perreira, Director of EEO/AA, UH Community Colleges, 808-956-4650
UH Community Colleges
2327 Dole Street
Honolulu, HI 96822

Residency
RESIDENCY REGULATIONS (condensed) (The residency rules and regulations may be subject to change)

Students who do not qualify as bona fide residents of the state of Hawaiʻi, according to the University of Hawaiʻi rules and regulations in effect at the time they register, must pay the non-resident tuition. An official determination of residency status will be made prior to enrollment. Applicants may be required to provide documentation to verify residency status. Once classified as a non-resident, a student continues to be so classified during his/her term at the college until he/she can present clear and convincing evidence to the residency officer that proves otherwise. Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer in the Admissions Office. The complete rules and regulations are available at the Admissions Office.

DEFINITION OF HAWAI‘I RESIDENCY
A student is deemed a resident of the state of Hawai‘i for tuition purposes if the student (19* or older) or the student (under 19*) and his/her parents or legal guardian have:

(1) Demonstrated intent to permanently reside in Hawai‘i (see below for evidences);
(2) Been physically present in Hawai‘i for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai‘i his/her legal residency; and
(3) The student, whether adult or minor, has not been claimed as a dependent for tax purposes for at least 12 consecutive months prior to the first day of instruction by his/her parents or legal guardians who are not legal residents of Hawai‘i.

To demonstrate the intent to make Hawai‘i your legal residency, the following evidence apply:
A. Filing Hawai‘i resident personal income tax return.
B. Voting/registering to vote in the state of Hawai‘i.

Other evidence, such as permanent employment and ownership or continuous leasing of a dwelling in Hawai‘i, may apply, but no single act is sufficient to establish residency in the state of Hawai‘i.

Other legal factors in making a residency determination include:
A. The 12 months of continuous residence in Hawai‘i shall begin on the date upon which the first overt action (see evidences) is taken to make Hawai‘i the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.

B. Residency in Hawai‘i and residency in another place cannot be held simultaneously.

C. Presence in Hawai‘i primarily to attend an institution of higher learning does not create resident status. A non-resident student enrolled for 6 credits or more during any term within the 12-month period is presumed to be in Hawai‘i primarily to attend college. Such periods of enrollment cannot be applied toward the physical presence requirement.

D. The residency of unmarried students who are minors follows that of the parents or legal guardian. Marriage emancipates a minor.

E. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai‘i’s residency will not be lost solely because of absence from the State while a member of the U.S. Armed Forces, while engaged in navigation, or while a student at any institution of learning, provided that Hawai‘i is claimed and maintained as the person’s legal residence.

BOARD OF REGENTS EXEMPTIONS

1. Non-residents may be allowed to pay resident tuition if they qualify as one of the following:

A. U.S. military personnel and their authorized dependents during the period such personnel are stationed in Hawai‘i on active duty.

B. Members of the Hawai‘i National Guard and Hawai‘i-based Reserves.

C. Full-time employees of the University of Hawai‘i and their spouses and legal dependents.

D. East-West Center student grantees pursuing baccalaureate or advanced degrees.

E. Hawaiians, descendents of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.

F. Veterans of the United States Armed Forces eligible to use Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai‘i, and enroll at the university within three years of discharge from a period of active duty service of 90 days or more.

G. Individuals eligible to use transferred Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai‘i, and enroll at the university within three years of the transferor’s discharge from a period of active duty service of 90 days or more.

H. Individuals eligible to use Post 9/11 GI Bill educational benefits under the Marine Gunnery Sergeant John David Fry Scholarship, who live in Hawai‘i, and enroll at the university within three years of the service member’s death in the line of duty following a period of active duty service of 90 days or more.

I. With the written approval of the chancellor, campuses may, for those nonresident students whose special talents and/or unique skills will make a significant contribution to campus life, exempt the nonresident portion of tuition. If instituted, the total number of exemptions granted in any given year should be established in accordance with the campus’s strategic enrollment management goals, not exceed two percent of campus enrollment in any given year, and be reviewed/promulgated on a biennial basis.

2. Citizens of an eligible Pacific island district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition.

At the time of publication, these included the following:

- American Samoa
- Commonwealth of the Northern Marianas
- Cook Islands
- Federated States of Micronesia
- Futuna
- Kiribati
- Nauru
- Niue
- Wallis
- Republic of Palau
- Republic of the Marshall Islands
- Solomon Islands
- Tokelau
- Tonga
- Tuvalu
- Vanuatu

This list is subject to change. For a current list, eligibility and documentation requirements, please contact the Admissions Office of the campus you are applying to.

MISREPRESENTATION

A student or prospective student who provides incorrect information on any form or document intended for use in determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

APPEAL PROCESS

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal.

*The age of majority is 18 years. However, a person between the ages of 18 and 19, unless emancipated, cannot claim residency solely on the basis of himself/herself because he/she does not have the minimum 12 months residency which commences on his/her 18th birthday. Therefore, the applicant must claim a portion of the required 12 months on the basis of his/her parent or legal guardian.
The Task Force on Sexual Orientation has initiated a Safe Zone program aimed at keeping the University System a comfortable place for the lesbian, gay, bisexual, and transgendered population. A Safe Zone symbol identifies a person (student, teacher, staff, administrator) you can trust; someone who will be understanding, supportive, and helpful.

Military Selective Service Act (P.L. 97-252) requires that beginning July 1, 1983, any student who is required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid including: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Hawai`i Student Incentive Grant (HSIG), Federal Perkins Loan Program, Federal Family Educational Loan Program, Subsidized Federal Stafford Loan, Unsubsidized Federal Stafford Loan, and Federal Parent Loan for Undergraduate Students. 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 non-citizens 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 further information, contact the Financial Aid Office at 245-8360.

As required by the Higher Education Amendments of 1992, the University of Hawai‘i Executive Policy EP 1.204 explains the Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence 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 can be obtained at the Office of the Vice Chancellor of Student Affairs, One Stop Center, Room 201. The procedure for the Sexual Assault Prevention Program can be obtained from the Office of the Vice Chancellor of Student Affairs, One Stop Center, Room 201. Please also refer to the KCC website - Student Support Services – Special Programs – Title IX.

See Campus Public Safety, pages 39 and 40.

The University of Hawai‘i, Kaua‘i Community College has a Code of Student Conduct 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 the University of Hawai‘i, Kaua‘i Community College, the student has placed himself/herself 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 at the Office of the Vice Chancellor of Student Affairs or online on the KCC website under Student Support Services – Policies.

**Academic Dishonesty:** Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below) 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 grades, 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 any document to satisfy an academic requirement, that has been copied in a 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 during which the course was conducted, and (c) fabricating data to fit the expected results.

The process of addressing allegations of misconduct is directed in the Student Academic Grievance Procedure or the Student Non-Academic Grievance Policy and Procedure. Copies are available at the Office of the Vice Chancellor of Student Affairs. The policies are also online on the KCC website under Student Support Services – Policies and in the Student Handbook. See Student Academic Grievance Procedure and Student Non-Academic Grievance Policy and Procedure, pages 172-180.

Students may request for their official transcripts via mail, fax or in-person at the Admissions and Records Office located in the One Stop Center. Transcript request may also be ordered online directly through the National Student Clearinghouse. Standard processing time is within 7 working days for $5.00 per transcript. Rush processing time is within 24 business hours for $15.00 per transcript. For additional information, contact the Admissions and Records Office at (808) 245-8225.
Transferring to Another College

The College’s liberal arts curriculum and some of the vocational courses are designed to enable a student to transfer to a four-year college or university. By proper program planning, students may complete the first 2 year (lower-division) requirements and transfer to another campus of their choice with minimal loss of credits. Students may also make up high school grades or deficiencies which are required for entrance to 4-year colleges or universities.

Students planning on transferring should consult the catalog of the college or university in which they are interested. Students are also advised to work closely with a counselor to ensure that the choice of courses taken will fulfill general education requirements for their chosen 4-year institution, as well as the requirements for the College's Associate in Arts degree.

Catalogs of schools, colleges and universities are available at the Counseling and Advising Office. Program requirements for various majors for transfer to the University of Hawai‘i (Mānoa), the University of Hawai‘i (Hilo), and the University of Hawai‘i (West O‘ahu) are available at the Counseling and Advising Office.