

inform KISC about which of the items are not to be disclosed without their prior consent. Requests should be submitted at the KISC counter in 'Ilima 102.

7. A parent 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 the prior written consent of the son, daughter, or spouse.

DEGREE AND CERTIFICATE PROGRAMS

ACADEMIC SUBJECT CERTIFICATE (ASC)

An academic subject certificate (ASC) is a college credential awarded to students who have successfully completed a specific set of credit courses from the associate in arts curriculum. A grade of "C" or higher must be earned for all courses required in the certificate. The certificate is designed to fit within the structure of the associate in arts degree and shall be at least 12 credit hours.

ASSOCIATE IN ARTS (AA) DEGREE

The associate in arts (AA) degree is a two-year liberal arts degree, consisting of at least 60 semester credits, which provides students with skills and competencies essential for successful completion of a baccalaureate degree. The issuance of the degree requires 60 credits in courses numbered 100 or higher as listed in the liberal arts program. Students must have a cumulative grade point ratio of 2.0 ("C") or higher for all courses applicable toward the degree.

TRANSFER REQUIREMENTS

He waiwai nui ka lokahi.

(Unity is a precious possession.)

For some students, Kapi'olani Community College will be the first of many institutions of higher learning that they will attend. They may transfer among campuses of the University of Hawai'i System, including all two- and four-year institutions; they may also transfer to colleges and universities outside the University of Hawai'i System.

The College's liberal arts curriculum and some of the occupational, technical, and professional courses are designed to enable students to transfer to four-year institutions. However, entrance requirements for colleges and universities are not uniform. Students should become familiar with the requirements in their intended fields of study. They should consult with faculty advisors and counselors in order to arrange a program that will meet these requirements as well as permit them to graduate from Kapi'olani Community College.

THE APPLICABILITY OF THE UNIVERSITY OF HAWAI'I ASSOCIATE IN ARTS DEGREE

Effective fall 1994, students at a University of Hawai'i Community College who earn an associate in arts (AA) degree that meets the following three conditions have fulfilled the general education core requirements at all University of Hawai'i baccalaureate degree-granting institutions.

1. The AA degree must be completed with a cumulative GPR

of 2.0 or higher for all courses numbered 100-plus applicable to the AA degree requirements; and

2. The AA degree must conform to the AA degree criteria detailed in Appendix C of Executive Policy E5.209 University of Hawai'i System Student Transfer and Inter-campus Articulation.
3. In the rare case when the credit hours associated with a course fulfilling a general education core requirement are not accepted for transfer by a receiving campus, the requirement is still considered to have been met.

While an articulated AA degree satisfies core requirements, students must also complete all lower division, major, college, and degree or graduation requirements. Additional campus-specific requirements, such as competency in a foreign language or writing-intensive courses, may also be required. With planning, most, if not all, of these requirements may be incorporated into the associate in arts degree; if not, they are required in addition to the associate in arts degree.

APPLICABLE GENERAL EDUCATION CORE REQUIREMENTS

Note: Except for the student who completes the associate in arts degree, general education core requirements that are in effect at the time a certificate- or degree-seeking student enrolls at a University of Hawai'i campus shall apply to that student throughout his/her pursuit of that certificate or degree, providing that the student maintains continuous enrollment and does not elect to choose core requirements modified by the campus subsequent to admission. A student transferring from one campus to another without missing a semester is considered to be a continuing student. Students in the undergraduate general and pre-professional classification who maintain continuous enrollment shall be eligible to graduate under the core requirements in place at the time of their first enrollment. Except as modified by an established articulation agreement, major requirements will be those in effect when the student declares a major at the baccalaureate campus.

UNIVERSITY OF HAWAI'I AT MĀNOA TRANSFER POLICY

Please read the "Degree and Certificate Programs" section for information about general education core requirements and the articulated AA degree. The following conditions of transfer are in effect:

1. Student Transfer—The application period is November 1 to June 1 for the fall semester and June 1 to November 1 for the spring semester. Students are advised to check requirements of the college of their choice since some at University of Hawai'i at Mānoa have earlier deadlines. Information about University of Hawai'i at Mānoa academic programs is available at www.hawaii.edu/links/manoa-h.html. Students may transfer to University of Hawai'i at Mānoa if they meet the following requirements:
 - a. Complete a minimum of 24 credits in applicable courses numbered 100 or higher.
 - b. Earn a 2.0 GPR or higher (2.5 for nonresidents) for the courses taken.

2. Credit Transfer

a. Credit for some courses numbered 100-299 will transfer to University of Hawai'i at Mānoa.

b. Credit for a "D" grade or higher for transferable courses taken within the University of Hawai'i System will transfer to University of Hawai'i at Mānoa.

3. Grade Point Transfer — University of Hawai'i at Mānoa does not include community college GPR in its cumulative GPR.

Students are encouraged to read University of Hawai'i at Mānoa's catalog or visit the University of Hawai'i at Mānoa website (www.hawaii.edu/gened/) for complete information on University of Hawai'i at Mānoa's general education requirements. They should also contact the Arts and Sciences counselors for complete information on transfer to University of Hawai'i at Mānoa or other four-year institutions (808) 734-9247. The selections they make as a Kapi'olani Community College student may help them meet University of Hawai'i at Mānoa's graduation requirements in addition to meeting the core requirements.

Website for information on articulation and transfer to University of Hawai'i at Mānoa: www.hawaii.edu/gened/articulation.htm

Website for listing of Kapi'olani Community College courses articulated to University of Hawai'i at Mānoa: www.hawaii.edu/ovcaa/academics/articulation_courses.htm

UNIVERSITY OF HAWAI'I AT HILO TRANSFER POLICY

Students wishing to transfer to University of Hawai'i at Hilo with an AA degree will be considered to have met the general education requirements for the BA degree. Students pursuing a BS degree (agriculture, astronomy, biology, computer science, geology, and nursing) or a BBA degree (business administration) will have some supplemental general education requirements to meet. These additional requirements are identified in the current University of Hawai'i at Hilo Catalog (www.uhh.hawaii.edu/catalog).

Students may transfer to University of Hawai'i at Hilo with 24 or more baccalaureate-level credits if they have a 2.0 grade point ratio (GPR) in those courses. They may also transfer with fewer than 24 credits if they earned a 3.0 high school GPR in required courses or have a 2.5 high school GPR in required courses with a combined SAT score of 900 or higher. For more information about applying for admission go to www.uhh.hawaii.edu/studentaffairs/admissions/. Prospective transfer students should consult with their Kapi'olani Community College counselor about the specific applicability of Kapi'olani Community College courses to University of Hawai'i at Hilo majors. The University of Hawai'i at Hilo Transfer Guide for Kapi'olani Community College, published by University of Hawai'i at Hilo, is available at www.uhh.hawaii.edu/studentaffairs/advising/. Information on all University of Hawai'i at Hilo programs is also available from University of Hawai'i at Hilo Admissions Office, (800) 897-HILO,

uhhadm@hawaii.edu; Larry Test in the Counseling Center, (808) 974-7312, test@hawaii.edu.

Detailed information is available at the University of Hawai'i at Hilo website (www.uhh.hawaii.edu) and at the Maida Kamber Center for Career and Transfer in 'Ilima 104.

UNIVERSITY OF HAWAI'I-WEST O'AHU TRANSFER POLICY

The University of Hawai'i-West O'ahu is an upper division institution offering junior- and senior-level courses. Students who have completed associate in arts degrees or 55 or more credits of college-level (100+) courses are eligible for admission. Students with AA degrees are deemed to have met University of Hawai'i-West O'ahu's general education requirements. In addition, those who complete an articulated AS degree in the paralegal program at Kapi'olani Community College may also transfer to University of Hawai'i-West O'ahu as classified students. All others with at least 45 credits of transferable course work may be considered for unclassified status, following a transcript evaluation. University of Hawai'i-West O'ahu offers bachelor of arts degrees in business administration, humanities, public administration, and the social sciences. Students may specialize in accounting, anthropology, general business, economics, Hawaiian-Pacific studies, history, justice administration, literature, philosophy, political science, psychology, public administration, or sociology. Students who are interested in applying or obtaining more information may call University of Hawai'i-West O'ahu at (808) 454-4700 Monday to Friday from 8:00 a.m. to 6:30 p.m. or visit the UHWO web site (www.uhwo.hawaii.edu).

PRE-TRANSFER ADVISING

Kapi'olani Community College offers special advising and support for students interested in the following majors: art, business, education, engineering, information and computer science, and psychology. Counselors and faculty advisors can help students select courses that best meet the requirements of these majors. Details about Kapi'olani Community College's pre-transfer advising and contact information are included below. Students are encouraged to contact the appropriate faculty and counselors for further information.

PRE-ART

Kapi'olani Community College offers a variety of transferable studio art and art history courses. Students can take basic art core classes required for a studio BA or BFA at University of Hawai'i at Mānoa. They can explore different means of visual expression through media-specific studio courses. These Kapi'olani Community College courses also articulate into the various studio majors at University of Hawai'i at Mānoa. Students may contact Sarah Bremser (Pre-Art Advisor), Koa 107, (808) 734-9377, for information. Students planning to transfer should complete the general education core requirements for liberal arts while following the guidelines in the art area.

PRE-BUSINESS

The purpose of pre-business advising is to enable students to transfer as a junior to University of Hawai'i at Mānoa College of Business Administration and to earn an associate in arts degree at the same time. Because entrance and graduation requirements for University of Hawai'i at Mānoa College

of Business are subject to change, students should maintain contact with a Pre-Business advisor to ensure up-to-date information. For additional information, students should contact Janice Walsh (Pre-Business Counselor) in Kopiko 101, (808) 734-9110 or Ibrahim Dik (Pre-Business Advisor) in Olona 210, (808) 734-9830.

PRE-EDUCATION

The purpose of pre-education advising is to prepare students to complete the basic pre-education general education core requirements prior to applying to the University of Hawai'i at Mānoa College of Education. Students interested in working as educational assistants may also receive advising from counselors and faculty. For more information students should contact Kristie Malterre, 'Iliahi 113, (808) 734-9247 or Veronica Ogata (Pre-Education Advisor), Olona 213, (808) 734-9833.

PRE-ENGINEERING

Pre-Engineering advising prepares students at Kapi'olani Community College for transfer to the University of Hawai'i at Mānoa College of Engineering. The College of Engineering offers three fields of study: civil engineering (CE), electrical engineering (EE), and mechanical engineering (ME). Students who want to transfer to engineering degree programs at any other four-year college or university should see their pre-engineering advisor. They should know that engineering degree requirements may differ from university to university.

Students may take courses at Kapi'olani Community College to complete many of the first- and second-year courses needed for an engineering degree. Additional courses for studies beyond the first year may be provided in the future, depending on student demand, school resources, and availability of instructors. (Check with the pre-engineering advisor regarding the availability of courses each semester.) In general, Kapi'olani Community College students may be accepted into the University of Hawai'i at Mānoa College of Engineering if they achieve an overall college GPR of at least 3.0 in 24 or more transferable credits (courses at or beyond the 100 level) and if they also complete certain required courses at Kapi'olani Community College. The required courses will count toward the 24 transferable credits. For additional information, students should contact John D. Rand in Kokio 202, (808) 734-9433.

PRE-INFORMATION AND COMPUTER SCIENCE

The purpose of pre-ICS advising is to enable students to complete a required set of courses in Information and Computer Sciences at Kapi'olani Community College and to transfer as a junior into the computer science program in the College of Arts and Sciences at University of Hawai'i at Mānoa. For more information, students should contact Janice Walsh (BE Counselor), (808) 734-9110; Alfred Seita (pre-ICS Adviser), (808) 734-9117; or the Business Education Office, (808) 734-9140.

PRE-PSYCHOLOGY

The purpose of pre-psychology advising is to prepare students to earn an AA degree in liberal arts while completing most of the general education core requirements for a BA in psychology at University of Hawai'i at Mānoa. For more information, students should contact Julia Compton (pre-psychology advisor), Olonā 214, (808) 734-9834.

2007-2008 ASSOCIATE IN ARTS DEGREE COURSE REQUIREMENTS

Kapi'olani Community College's catalogs do not always reflect the most recent campus actions involving courses. The following requirements are subject to change at any time. Please check with a counselor or the Kapi'olani Community College website (www.kcc.hawaii.edu/) for up-to-date information. Information about AA degree requirements can be found in the section on Programs and Curricula.

Students should note that baccalaureate degree requirements vary at University of Hawai'i at Mānoa and should see their academic counselor for program details as well as read the transfer section of this catalog. Substitutions to the associate in arts degree requirements may be granted if identical substitutions are officially granted by a college at University of Hawai'i at Mānoa. Students intending to transfer to University of Hawai'i at Hilo or University of Hawai'i-West O'ahu should consult with a counselor at Kapi'olani Community College, University of Hawai'i at Hilo or University of Hawai'i-West O'ahu.

For the most recent information concerning courses meeting General Education Core Requirements, students should check with their advisors.

A student majoring in liberal arts may substitute other courses for a specific requirement if the Arts and Sciences dean agrees that the substitution is required at the college to which the student intends to transfer. The student must complete and submit a course waiver form with supporting documentation.

AA degree requirements include FOUNDATION REQUIREMENTS: Written Communication (FW): three credits; Symbolic Reasoning (FS): three credits; Global and Multicultural Perspectives: six credits from two of three groups. DIVERSIFICATION REQUIREMENTS: Arts and Humanities: six credits, two courses from two of three groups: Arts (DA), Humanities (DH), and Literature and language (DL); Natural Sciences: three credits in Biological Sciences (DB), three credits in Physical Sciences, and one credit of lab (DY); Social Sciences (DS): six credits, two courses from two different disciplines.

AA degree requirements also include Hawaiian/second language (HSL): completion of first level of study, 101 and 102 or equivalent; Oral Communication (OC): three credits; Writing Intensive (W): two Writing-Intensive courses; Hawaiian, Asian and Pacific Issues (H): one course. Electives: a minimum of 18 credits of electives in liberal arts courses numbered at or above the 100 level or non-liberal arts courses that meet major requirements. Students are encouraged to meet with the appropriate counselor for approved course listings. Below are approved non-liberal arts courses that may be used as electives for the associate in arts degree if transferring to UHM:

Students transferring to UHM TIM: HOST 100, HOST 101, HOST 293E, ACC 201, ACC 202, BLAW 200, ICS 101
 Students transferring to UHM Business: ACC 201, ACC 202, ICS 101, BLAW 200, BUS 250
 Students transferring to UHM ICS: ICS 101, ICS 111, ICS 141, ICS 211, ICS 212
 Students transferring to UHM Nursing: PHRM 203

WHAT STUDENTS SHOULD KNOW ABOUT AA DEGREE REQUIREMENTS:

1. Students may be awarded back credits for prior language learning. See the relevant section of the catalog.
2. Wild Card Option: Each student can earn one wild card through engagement in an extraordinary or especially valued educational experience. This experience is intended to enhance the student's understanding of his or her relationship to the larger society, and should involve an activity or service outside the University or beyond normal expectations. Although the wild card can be used to waive an appropriate diversification or focus requirement, it does not reduce the total number of credits needed to graduate. To be used as a wild card, the learning experience must fulfill one of these hallmarks:
 - A learning experience which falls outside the normal college requirements
 - An internship with a community organization or service program
 - Demonstrated proficiency in an additional language (i.e., a language other than the one used to satisfy the Hawaiian/second language requirement);
 - Significant engagement with another culture

Students interested in applying for a wild card waiver should take these steps:

1. Discuss a project or experience with a faculty member. The faculty member must endorse the student's request for a wild card to replace a particular diversification or focus requirement. The student may have completed the college-level project experience prior to enrolling at Kapi'olani Community College.
2. Complete the Wild Card Request Form (available at the Arts and Sciences Counseling Office, 'Iliahi 113), write a brief statement about the project goals, and submit the information to the Dean of Arts and Sciences. The faculty member's signature is required. [A request form must be submitted at least one semester prior to the semester of graduation.] **IMPORTANT:** The student should read the diversification (www.hawaii.edu/gened/diversification.htm) or focus area hallmarks (www.hawaii.edu/gened/focus.htm). In the brief statement, the student must indicate how the project or experience meets the hallmarks of that particular diversification or focus area.
3. After completion of the project, the student submits the Wild Card Completion Form along with an assessment of the experience that explains how it relates to his or her overall education and how it meets the Hallmarks. The faculty member's signature is required.

ASSOCIATE IN SCIENCE (AS) DEGREE

The associate in science (AS) degree is a two-year technical-occupational-professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment.

AS DEGREE REQUIREMENTS

The associate in science degree is awarded to students successfully completing a program of occupational, technical, and professional courses along with related general education courses. The purpose of the AS program is to prepare students for gainful employment. A secondary purpose for some of the AS degrees is to prepare students for continuing educa-

tion. Courses in the legal education program, food service and hospitality education programs, and some business and health sciences programs are transferable to baccalaureate programs in applied fields. Pre-baccalaureate advising facilitates this transfer. The requirements for the associate in science degree are:

1. Required credit hours: 60 to 65 credits, unless external requirements exceed this number.
2. Minimum cumulative grade point ratio: A student must have a cumulative GPR of 2.0 ("C") or higher. Some programs may have additional minimum course grade requirements.
3. Minimum general education course requirements: AS degrees include a minimum of 15 credits of general education courses. Refer to the listing of humanities, natural sciences, and social sciences courses acceptable for the AS degree and individual program curricula.
4. Minimum communications and mathematics and logical thinking skills requirements: Refer to individual program curricula to satisfy the minimum required communications and mathematics/logical thinking skills.
5. Courses required by major program.
6. Electives: As needed to meet total credit hour requirements.

AS DEGREE COMPETENCIES

Graduates of Kapi'olani Community College who complete an associate in science degree should be able to:

- Employ skills and understanding in language and mathematics essential to fulfill program requirements.
- Understand attitudes and values of various cultures and examine their potential for improving the quality of life and meaningfulness in work.
- Recognize effects of technology and science on the natural and human environments.
- Understand contemporary issues and problems and respond to the impact of current conditions.
- Demonstrate proficiency in conceptual, analytic, and critical modes of thinking.
- Develop insights into human experience and apply them to personal, occupational, and social relationships.
- Recognize relevance of career choices to lifelong learning.
- Demonstrate competence in a selected program of study.

ASSOCIATE IN TECHNICAL STUDIES (ATS) DEGREE

The associate in technical studies degree is a two-year technical-occupational-professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. The degree must be customized by integrating courses from two or more existing approved programs and is intended to target emerging career areas that cross traditional boundaries. The degree must have educational objectives that are clearly defined and recognized by business, industry, or employers who have need for specialized training for a limited number of employees. The degree must have advanced approval and cannot be based upon previously completed course work.

ATS DEGREE REQUIREMENTS

Each ATS degree is customized for an individual student and has no life of its own beyond that student. This logic applies even to cases where a cohort of students at a given time may be following a common ATS plan. Each student follows his/her own program of study, and that program of study does not continue after the degree has been completed. The require-

ments for the associate in technical studies degree are:

1. Required credit hours: A minimum of 60 credits.
2. Minimum cumulative grade point ratio: A student must have a cumulative grade point ratio of 2.0 ("C") or higher.
3. Minimum general education course requirements: At least one course in each of the three areas: social sciences, natural sciences and arts and humanities (at least 9 credits).

ATS DEGREE COMPETENCIES

Graduates of Kapi'olani Community College who complete an associate in technical studies degree should be able to:

- Employ skills and understanding in language and mathematics essential to fulfill program requirements.
- Understand attitudes and values of various cultures and examine their potential for improving the quality of life and meaningfulness in work.
- Recognize effects of technology and science on the natural and human environments.
- Understand contemporary issues and problems and respond to the impact of current conditions.
- Demonstrate abilities of conceptual, analytic, and critical modes of thinking.
- Develop insights into human experience and apply them to personal, occupational, and social relationships.
- Recognize relevance of career choices to lifelong learning.
- Demonstrate competence in a selected program of study.

ATS PROCEDURES

1. The student submits an ATS degree proposal in writing to the College. For more information about the ATS proposal and approval process, students should contact an academic advisor.
2. At least 30 credits of the ATS degree must be completed after the date the degree plan is approved by the chancellor.
3. An academic advisor will be assigned to counsel and guide the ATS student through degree completion.

GENERAL EDUCATION FOR ASSOCIATE IN SCIENCE AND ASSOCIATE IN TECHNICAL STUDIES

General education encompasses the common knowledge, skills, and attitudes needed to be effective as a person, a family member, a worker, and a citizen. General education is integrated with, but different in emphasis and approach from, training for a job or a profession. General education should allow students to gain a more integrated view of knowledge, a more realistic view of life, and a more defined sense of community and social responsibility. Because Kapi'olani Community College believes that knowledge leads to action, it encourages students to become actively engaged in their learning. The college's goal is to provide a foundation for lifelong learning in a world that is constantly changing. The goals of general education impact students as individuals, family members, workers, and members of society.

After the completion of the AS degree program, students should be able to demonstrate the following general education competencies:

- Understanding of self
- Understanding of one's place in the world
- Understanding and appreciation of diverse cultures
- Understanding of communication in society
- Understanding of science as a driving force

- Understanding of the dynamics of change
- Understanding of the aesthetics of human experience
- Understanding of the need for lifelong learning

COOPERATIVE INTERNSHIP EDUCATION

Cooperative internship education integrates academic study with periods of planned and evaluated work experience related to students' educational objectives. Students receive academic credit and may or may not receive financial remuneration from their employers. The general objectives of cooperative internship education are:

1. To provide planned and evaluated work experiences that will enhance the integration of theory learned in the classroom with the practical aspects of the work situation.
2. To provide planned and evaluated work experiences such as learning how to work, selecting appropriate career goals, and learning to work with others.
3. To develop helpful employment contacts and references.
4. To provide opportunities to earn money to defray college expenses. The college assists in job training placement. Students receive academic credit, from 2 to 4 credits per semester, and may or may not receive financial remuneration from their employers. No more than a total of 8 credits may be counted toward a certificate or associate degree.

Programs that offer cooperative internship include accounting, legal secretary, marketing, paralegal, hotel/restaurant operations, and new media arts. For additional program information, students should see the appropriate department chair. Credits are awarded as follows: 1 hour/week seminar for 1 credit and 3 hours/week work experience per credit.

CERTIFICATE OF ACHIEVEMENT

A certificate of achievement is a college credential awarded to students who have successfully completed designated medium-term technical-occupational-professional education credit course sequences that provide them with entry-level skills or job upgrading. These course sequences shall be at least 24 credit hours, but may not exceed 45 credit hours (unless external employment requirements exceed this number). The issuance of a certificate of achievement requires a GPR of 2.0 ("C") or higher for all courses required for the certificate. Some programs may have additional requirements.

CERTIFICATE OF COMPLETION

A certificate of completion is a college credential awarded to students who have successfully completed short-term technical-occupational-professional education credit courses or course sequences that provide them with entry-level skills or job upgrading. These course sequences shall be at least 10 credit hours, but may not exceed 23 credit hours. The issuance of a certificate of completion requires a GPR of 2.0 ("C") or higher for all courses required for the certificate.

CERTIFICATE OF COMPETENCE

A certificate of competence is a college credential awarded to students who have successfully completed designated short-term credit or continuing education courses that provide job upgrading or entry-level skills. Credit course sequences shall not exceed 9 credit hours. The issuance of a certificate requires that the work has been evaluated and determined to be satisfactory. In a credit course sequence, students must earn a GPR of 2.0 ("C") or higher for all courses required for the certificate.