

Prepared by Vice President for Student Affairs.
This replaces Executive Policy No. E5.203
dated June 1982.

UNIVERSITY OF HAWAI'I

EXECUTIVE POLICY - ADMINISTRATION

May 1995

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E5.203 University of Hawai'i Program Credentials

I. INTRODUCTION

This executive Policy implements Section 5-2b. of the Board of Regents Bylaws and Policies governing certifications conferred by the Board of Regents.

II. OBJECTIVES

The objectives of this Executive Policy are to ensure the uniformity of style and format of BOR certifications for all campuses of the University of Hawai'i by establishing guidelines on wording, lay-out, size, print, color, paper, and proper signatures in printing diplomas.



I. POLICIES

1. Credentials covered by the policy. Certifications covered by this policy are those that are officially conferred by the Regents of the University of Hawai'i. Such certifications exist in academic programs that have been authorized by the Board to offer (i.e., provide the training requisite to) specific certifications. Such certifications include:

- a. All degrees: associate, bachelors, masters, doctoral, and first professional;
- b. All certificates of achievement at the Community Colleges;
- c. The Professional Diploma for completion of the Five-year Course of Study in Education at UH-Mānoa; and
- d. The Certificate in Dental Hygiene and any other certificates conferred upon specific Board authority to the program to offer such certificates.

Certificates offered on the authority of the Chancellors, Provosts, Deans, and other University officers are not included in this policy. Certificates

of Completion at the Community Colleges are an example of such certifications.

2. Wording. The required wording of the Board conferred certifications is provided in Attachment A. This wording must be used.
3. Inclusion of the major (curriculum). Inclusion of the major is at the discretion of each Chancellor.

When the major (curriculum) is included, it shall be limited to titles for academic programs (curricula) that have received official Board approval.

4. Inclusion of distinctions. The following distinctions are granted by the Board: Honors; High Honors; Highest Honors; With Distinction.
5. Place of conferral. The name of the city in which the campus is located should be used.
6. Signatures. Three signature blocks are mandatory on all Board of Regents certifications, and a fourth may be used at the discretion of the Chancellors. The mandatory signatures are:
 - a. the Chairman of the Board of Regents (on the lower left of the seal);
 - b. the President of the University (on the lower right side of the seal); and
 - c. the Chancellor of the Unit, or at UH Mānoa, the Senior Vice President/Executive Vice Chancellor (on the upper right side of the seal).

The fourth signature block will be placed on the upper left side of the seal (if used at all), and will be one of the following:

- a. Deans at Mānoa;
- b. Provosts or Deans at Hilo;
- c. Deans (when in place) at West Oahu; and
- d. Provosts at the Community Colleges.

7. Seal. All BOR certifications will include the official seal of the University of Hawai'i.
8. Language. All qualified students receive an official credential printed in English and may also request one printed in the Hawai'ian language.
9. Cases for certifications. Board of Regents certifications are issued to students as inserts inside a case which bears only the name of the institution (i.e., the University of Hawai'i) on its face.
10. Style of print. size. color. and paper of certifications and cases. To the extent feasible and desirable, a uniform style of print will be used on all Board of Regents certifications and cases. Changes in the style of print, size, paper, and the use of color in certifications and cases may be made if deemed aesthetically preferable and if possible within financial constraints.
11. Cost of credentials. Student fees covering the cost of English and Hawai'ian language credentials are established and promulgated separately.