

Prepared by the Vice President for  
Planning and Policy  
This is a REVISED policy.

UNIVERSITY OF HAWAI'I

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EXECUTIVE POLICY - ADMINISTRATION

March 1996

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E5.205 Academic Minors and Certificate Credentials

I. INTRODUCTION

This executive policy promulgates broad guidelines for: (1) academic minors, and (2) those certificate credentials that are conferred on the authority of the Chancellors/ Executive Vice Chancellor in accordance with Section 5-2b of the Board of Regents Bylaws and Policies.

II. OBJECTIVES

The purposes of this policy are:

- A. To establish system guidelines to be used by campuses that decide to recognize academic minors.
- B. To bring together and promulgate understandings that have been reached regarding the authorization and use of certificates conferred by the Senior Vice President and Executive Vice Chancellor for UH-Mānoa, the Senior Vice President and Chancellor for UH-Hilo and UH-West O'ahu, and the Senior Vice President and Chancellor for the UH-Community Colleges.
- C. To require the development of campus policies and practices designed to assure academic soundness and consistent practice in the use of certificate credentials and academic minors.

III. POLICY GUIDELINES

A. Academic Minors

- 1. Authority to recognize academic minors resides with the Senior Vice President and Chancellor/Executive Vice Chancellor of each campus offering baccalaureate degrees and is exercised in accordance with the requirements of Executive Policy E1 .201, "Faculty Involvement in Academic Policy," and the following guidelines.

2. If recognized, academic minors exist in conjunction with academic majors and do not stand alone. Therefore, campuses may recognize academic minors only in Board-authorized baccalaureate degree programs. Classification of students for admission and enrollment purposes will continue to be by academic major/degree objective.
3. Campuses choosing to recognize academic minors are responsible for formulating campus policy that includes, at a minimum, the rationale for doing so and credit and grade-point requirements. If a campus recognizes minors, not all degree programs on that campus must have minors.
4. Campuses choosing to recognize academic minors will note the completion of the minor on transcripts.

B. Academic Subject Certificates

1. Authorization. Authority to confer certificates in specific subjects that represent recognition of **work taken within (or among) existing Board authorized academic programs** resides with the Senior Vice President and Chancellor/Executive Vice Chancellor for each Unit. (The requirements for establishing Board-authorized academic programs, i.e., new programs, are found in Executive Policy E5.201.)
2. Definition. Academic subject certificates are supplemental credentials available to students enrolled in an associate, bachelor's or graduate degree program, i.e., classified students, and to unclassified students already holding undergraduate or graduate credentials. Students enrolled solely for the purpose of obtaining an academic subject certificate will be regarded as unclassified for admission and enrollment purposes. Exceptions to this policy involve new program development and are subject to the requirements of E5.201.
3. Campus Policy. Campuses conferring subject certificates on the authority of the Senior Vice President and Chancellor/Executive Vice Chancellor are responsible for establishing campus policy and procedures specifying, at a minimum, administrative responsibilities, credit and grade-point requirements, and certificate format, acquisition and conferral.
4. Student Record. Completion of subject certificates is noted by the campuses on student transcripts.



C. Certificates of Completion

1. Definition. Certificates of Completion (C.C.) are credentials signifying completion of entry-level training in the community colleges' vocational technical programs.
2. Conferral. Authority to confer Certificates of Completion resides with the Senior Vice President and Chancellor for the UH-Community Colleges.
3. Authorization. The Senior Vice President/Chancellor for Community Colleges may approve the offering of Certificates of Completion: (1) within academic programs that have been authorized by the Board of Regents to offer the Certificate of Achievement, Associate in Science and/or the Associate in Applied Science Degree; or (2) as a sole credential in vocational-technical program areas that do not require Board approval, i.e., areas that do not require the allocation of substantial resources. Authorization of Certificates of Completion in such areas is the exception rather than the rule.

The Board of Regents approves the offering of Certificates of Completion in new program areas deemed to require substantial general fund resources. That is, these programs require the inclusion of a specific request in the Regents' budget for a workload or a program change appropriation; or they require a reallocation of resources so extensive that it is necessary for the Board to act to terminate the program or programs from which the resources are drawn.

4. Title. The title of a Certificate of Completion should be descriptive of the training provided. In those cases in which the Certificate of Completion represents the entire first level of training in a vocational-technical program the name is the same or similar to that for the umbrella C.A./A.S./A.A.S. program, e.g., a C.C. in Drafting within the C.A. and A.S. Drafting Technology program. In other cases, the Certificate of Completion may represent a vertical slice of the first-level of training in a C.A./A.S./A.A.S. program, i.e., the first-level of training may consist of a number of entry level modules. If this is the case, it is acceptable to give the Certificate of Completion a title that describes a specific entry-level module and that title may be different from the title of the umbrella program, e.g., a Certificate of Completion in Pattern Making within an Apparel Design and Construction program. Whether Certificate of Completion titles of this sort are noted on official records in parentheses after the umbrella program title or simply stand alone is left to the judgment of the Senior Vice President and Chancellor.

5. Advertisement. All approved Certificates of Completion can be included in campus catalogs. Except in those rare cases where Certificates of Completion represent stand-alone programs, they are advertised as credentials within Board-approved programs.
6. Admission. (a) As a rule, students are admitted to Board-approved programs, i.e., the umbrella program area. The CAPIS application booklet will show the Certificate of Completion as an objective within the larger program area and refer the applicant to the catalog for specific program details. For example, students wanting to pursue one of the various C.C.s in the Food Service area (Storeroom, Short-Order Cook, etc.) are admitted to Food Service with a C.C. objective. (b) Students may be admitted directly to those programs in which the C.C. has been authorized as the sole credential. The CAPIS booklet will provide separate entries for such programs. (c) Providing separate CAPIS entries and thus admitting students to program areas other than those outlined in (a) and (b) requires coordination with the Office of Vice President for Planning and Policy.
7. Reporting the Codes. Upon notification by the Senior Vice President and Chancellor for Community Colleges of the approval of a Certificate of Completion, the Office of the Vice President for Planning and Policy will validate requested codes and include the C.C. in the annual Curricula Offered Report.
8. Review. Certificates of Completion are subject to Board and Executive Policy on the review of established programs (E5.202) either alone or as part of the C.A./A.S./A.A.S. vocational-technical programs whose faculty and resources they share.

D. Reporting Requirements

1. The Office of the Vice President for Planning and Policy is responsible for maintaining an annually updated listing of all University curricula including Board- and Senior Vice President conferred credentials.



The Senior Vice President and Chancellor/Executive Vice Chancellor of a baccalaureate degree-granting campus that chooses to recognize academic minors and/or establish subject certificates will:

- a. provide the Office of the President with copies of campus policies relating to academic minors and/or subject certificates;

- b. provide the Office of the Vice President for Planning and Policy with an annually updated list of Subject Certificates including effective dates; and
  - c. maintain an internal record of those bachelor's programs offering minors, including effective dates.
3. The Senior Vice President and Chancellor for Community Colleges will:
- a. provide the Office of the President with copies of Certificate of Completion and Academic Subject Certificate policies for the Community Colleges; and
  - b. provide the Office of the Vice President for Planning and Policy with an annually updated list of Certificates of Completion and Subject Certificates including effective dates.