

Certificates recognize work within or among existing BOR authorized academic programs; considered supplemental; student is enrolled in an associate, bachelor or graduate degree program or already has either an undergrad or graduate credential. Guidelines in UHCCP #5.203

| Degree or Certificate | Min. credit | Max. credit | Purpose | Authorization and Degree Approval |
|-----------------------------------------------|-------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Associate in Arts (AA) | 60 | | 2 yr liberal arts degree that provides students with the skills and competencies essential for successful completion of a baccalaureate degree, entirely at the baccalaureate level. | BOR approval Authorization to plan required |
| Associate in Science (AS) | 60 | | 2 yr degree to prepare students for either employment in technical-occupational-professional fields or transfer to baccalaureate granting institution in STEM. | BOR approval Authorization to plan required |
| Associate in Applied Science (AAS) | 60 | | 2 yr technical-occupational-professional degree that provides students with skills and competencies for gainful employment. <i>Not intended or designed for direct transfer</i> | BOR approval Authorization to plan required |
| Associate in Technical Studies (ATS) | 60 | | 2 yr technical-occupational-professional degree customized by using courses from existing programs; intended to target emerging career areas that cross traditional boundaries. Other requirements apply (see UHCCP #5.203) | BOR approval Authorization to plan required |
| Certificate of Achievement (CA) | 24 | 45 | Designated medium-term tech-occupational-professional education <u>credit</u> course sequence to provide entry level skills or job upgrading. | BOR approval Authorization to plan required |
| Academic Subject Certificate (ASC) | 12 | 60 | Supplemental credentials for classified (enrolled in degree program) students; or unclassified students seeking only the ASC. A specific sequence of credit courses. | Chancellor approval |
| Certificate of Completion (CC) | 10 | 23 | Designated short-term tech-occupational-professional education <u>credit</u> course sequence for entry level skills or job upgrading | Chancellor approval (if sole credential in program, BOR approval) |
| Certificate of Competence (CoC) | 4 | 9 | Designated short-term <u>credit or non-credit</u> courses that provide job upgrading or entry level skills for students. | Chancellor approval |
| Certificate of Professional Development (CPD) | | 3 | Designated short term <u>credit or non credit</u> courses industry specific upgrade | Chancellor approval |
| Certificate of Participation (CP) | | | Non-credit courses or activities which don't meet other certificate requirements | Chancellor approval or may delegate to Dean/Director |

Authorization to Plan (ATP) & New Program Proposal http://www.hawaii.edu/vpaa/system_aa/cao.html (See UH Executive Policy #E5.201) <http://www.hawaii.edu/apis/ep/ep.html>

For an Academic Subject Certificate or Certificate of Completion at Windward Community College

1. Prepare proposal at department level
2. Submit to Dean of Division for discussion & signature
3. Submit to Academic Affairs Committee (CCAAC) for review and recommendation
4. CCAAC delivers to Faculty Senate for approval and transmits document to Vice Chancellor
5. Vice Chancellor submits to Chancellor for signature