

C. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. Faculty members strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institutions.

D. As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

E. As members of their community, faculty members have the rights and obligations of other citizens. Faculty members measure the urgency of these obligations in light of their responsibilities to their subject, to their students to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom

Admissions, Registration, and Financial Information

I kū ka makemake e hele mai, hele nō me ka mālo‘elo‘e. (Pukui 132)

(If the wish to come arises, walk firmly.)

Admission Information

For information about Kapi‘olani Community College admissions, registration, and financial information, write or call:

Kapi‘olani Community College
Kekaulike Information and Service Center
‘Ilima 102

4303 Diamond Head Road

Honolulu, HI 96816

Phone: (808) 734-9555

Fax: (808) 734-9896

E-mail: kapinfo@hawaii.edu

Hours: Monday-Friday, 8:00 a.m. to 4:00 p.m.

Kapi‘olani Community College is an open-door college that welcomes students who meet the College’s admissions requirements, procedures, and regulations as outlined in this catalog.

Eligibility

All persons who are 18 or older, or who have earned a high school diploma or equivalency, are eligible for admission. There are, however, special requirements for International Students and for applicants to certain

selective-admission programs.

General Admission

I. How to Apply:

1. Apply online at apply.hawaii.edu. The system application includes:
 - a. Application deadlines
 - b. Academic programs offered at University of Hawai'i campuses
 - c. Notification to applicants for admission
 - d. Residency regulations (condensed)
 - e. Application requirements
 - f. Residency declaration
2. Electronically submit a completed online application form and appropriate supporting documentation to the Kekaulike Information and Service Center by the application deadline.

Non-Residents: A non-refundable \$25 application fee is required online at the time of application.

Transfer students/students who have attended another (non-University of Hawai'i system) college/university: Applicants who wish to transfer credits from a college or university (outside of the University of Hawai'i system) attended previously should have official transcripts sent directly to the Kekaulike Information and Service Center. Hand-carried or FAX transcripts will not be accepted.

Selective-admission programs: Certain programs have additional application requirements. Refer to the Selective Admission Requirements section of the catalog for additional details.

International students: Refer to the Requirements for international students (F1) in this catalog or online at <http://www.kapiolani.hawaii.edu/admissions/international-or-non-resident-students/> for details on international student admission requirements.

Returning students: Former Kapi'olani Community College students who have skipped at least one semester of enrollment in the University of Hawai'i system must re-apply for admission.

II. When to Apply

Students are advised to submit their applications as soon as possible. Refer to the application deadlines listed on the University of Hawai'i System Application Form or online at <http://www.kapiolani.hawaii.edu/admissions/?a=2>

Note that selective-admission programs may have earlier application deadlines.

Applicants who do not meet the deadline for submission of all required materials (e.g. submission of transcripts, testing, residency documentation, etc.) will be considered for acceptance on a space available basis.

III. Application Review Process

All documents and transcripts submitted become the property of Kapi'olani Community College. They will not be returned to the applicant. Upon receipt of the online application form and, if applicable, supporting

documents, the Kekaulike Information and Service Center will review the application and request, if necessary, additional information as appropriate. Students should respond promptly to any email requests for supporting documents.

After the Kekaulike Information and Service Center receives the completed application form and all appropriate supporting documents, a notification of acceptance and enrollment instructions is emailed to the student. The instructions will include information regarding Tuberculosis (TB) clearance and Measles, Mumps, and Rubella (MMR) immunization requirements, placement testing, registration, and orientation.

Application Deadlines

A completed online University of Hawai'i System Application form and all other requested forms and/or documents must be submitted to the Kekaulike Information and Service Center by August 1 for the fall semester, December 1 for the spring semester, or April 30 for the summer session. Students are advised to file their online applications as early as possible. Programs with earlier closing deadlines for the 2016-2017 academic year are Health Sciences, New Media Arts, Nursing, and Emergency Medical Services. Refer to the following sections on application requirements for Health, Nursing, and EMS programs.

Applicants should make every effort to apply online early and to meet the testing and orientation deadlines. Applicants who apply online after the deadline or who complete other requirements (e.g., submission of transcripts, testing, orientation, and requested residency documentation) after the deadline will be considered for acceptance on a space available basis. Applicants who wish to transfer credits from a college or university (outside of the University of Hawai'i system) they attended previously should have official transcripts sent directly to the Kekaulike Information and Service Center.

Hand-carried or FAX transcripts will not be accepted. High school transcripts are not required, except for international students and students who apply to certain selective-admission programs. Refer to Special Program Admission Requirements.

Health Requirements for Registration

In compliance with public health regulations, all students prior to registration must show evidence that they are free of tuberculosis (test taken within one year of the first day of instruction) and documentation of measles immunization. The Health Clearance form is sent to all new students with the email acceptance letter and is also available at the Kekaulike Information and Service Center. Students are also required to provide documentation of measles immunization. Kapi'olani 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.

Selective Admission

Students applying for entry to Health Sciences, Nursing, EMS and New Media Arts must submit an Application for Selective Admission Program (ASAP). Students not currently enrolled at Kapi'olani Community College must also submit the University of Hawai'i System Application form. Notification of acceptance is sent by mail.

Admission requirements and application deadlines for specific programs may be found on the Application Dates and Deadlines at <http://www.kapiolani.hawaii.edu/admissions/application-dates-and-deadlines/> and in the curricula sections of this catalog. Further information regarding specific admission and application requirements may be obtained from the Kekaulike Information and Service Center (808) 734-9555, Emergency Medical Services (808) 734-9288, Health Sciences (808) 734-9270, New Media Arts (808) 734-9290, and Nursing (808)

734-9305.

All applicants whose required materials are received by the deadline and who meet requirements will be considered for admission to requested programs. Students on academic probation at Kapi'olani Community College will not be considered for selection to these programs. Letters of acceptance or non-acceptance into selective admissions programs will be sent by late May or early June for fall entry and by late December for spring entry. All documents and transcripts submitted become the property of the College and will not be returned.

Requirements for International students (F-1)

Kapi'olani Community College is authorized under federal law to enroll non-immigrant (F-1) students. International students must comply with all regulations of the Department of Homeland Security as well as with applicable policy of the Board of Regents of the University of Hawai'i and the policies of Kapi'olani 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. Kapi'olani Community College complies with all applicable requirements of state health agencies and U.S. embassies/councils as may be required by law or by rules and regulations.

International students who do not have the demonstrated language proficiency to enter Kapi'olani Community College's credit classes can take a one-semester Intensive ESOL class (non-credit). It is offered fall, spring and summer terms. After successfully completing this course, students may enter Kapi'olani Community College's credit classes and programs.

International applicants must meet general admissions requirements as well as the following additional requirements:

1. Submit a Supplementary Information Form for undergraduate International Applicants.
2. Submit an application fee of \$25. It is not refundable and may not be transferred to another semester.
3. Submit an ESOL reservation fee of \$75. This fee is for those who are applying for Intensive ESOL course. Also this fee is not refundable and may not be transferred to another semester.
4. Submit an official proof of English Proficiency Tests. The college accepts TOEFL, TOEIC, Eiken/STEP, IETLS and other English proficiency tests. Please refer to the international student admission web page at <http://www.kapiolani.hawaii.edu/admissions/international-or-non-resident-students/> for more details.
5. Official Transcripts of their school records showing evidence of successful completion of schooling equivalent to 12 years of U.S. education or higher must be sent directly from their school to Kapi'olani Community College or in a sealed school envelope. Student copies of transcripts and opened envelopes are not acceptable.
6. Submit an Official Bank Statement or an Affidavit of Financial Support guaranteeing that no financial assistance will be needed and no employment will be required for the first 12 months. Tuition and living expenses such as housing and food are approximately \$21,000.
7. Submit a copy of their valid SEVIS I-20 and a verification of enrollment form if they are already in the U.S and attending another school.

Items 1-7 plus the University of Hawai'i System Application Form must be received by the Honda International Center, 'Iliahi 112, phone: (808) 734-9312, fax: (808)734-9454, email: HIC@hawaii.edu by the following dates: June 15 for the fall semester; November 1 for the spring semester; March 15 for the summer session. All

documents and transcripts submitted become the property of the College. They will not be returned. Applicants will be notified by mail of their acceptance or non-acceptance.

Prior to registration, all international students must demonstrate proof of enrollment in a health and accident insurance plan. The intent of this requirement is to protect international students from the high cost of unanticipated health care expenses resulting from accident or illness. Currently, Kapi'olani Community College

offers a student health insurance plan by HMSA. All international students must submit proof of tuberculosis (TB) clearance (TB test must be taken in the US) and record of two MMR (Measles, Mumps, and Rubella) immunizations for registration approval.

Accepted applicants will be notified and will be sent a SEVIS I-20 form. The applicant is responsible to see that all requirements have been met. Kapi'olani Community College does not send reminders. International students must also enroll for a minimum of 12 credit hours each semester, and satisfactory progress must be made.

Requirements for Early Admission for High School Students

High school seniors may apply to the Early Admissions Program at Kapi'olani Community College and earn college credits while in high school. Enrollment is on a space-available basis and limited to one or two courses for which prerequisites have been met. Recommendation from the high school counselor or principal is required. Generally, students accepted into the program have a grade point average that indicates a high probability of college-level success and have exhausted present high school electives in their field of interest. An Early Admissions Program application, including an official copy of high school transcripts, must be completed and submitted to the Kekaulike Information and Service Center for each semester of enrollment. An admission decision is sent to applicants who meet the stated requirements.

Requirements for Running Start Program for High School Students

The Running Start program is a unique partnership between the Department of Education and the University of Hawai'i Community Colleges. It allows public high school juniors and seniors to attend college classes while earning both high school and college credits. Running Start students attend regular community college classes during the school day or in the evening. Upon satisfactory completion of course requirements, earned college credits are transferable to any University of Hawai'i system degree-granting institution and may be accepted by other four-year institutions as well. Students must comply with the University of Hawai'i Community Colleges requirements such as applying for admission, achieving the appropriate English and math levels on the placement test, maintaining acceptable academic standing, and obtaining approval from their high school counselor regarding eligibility for this program. Students should contact their high school counselor or the Running Start Coordinator at (808) 734-9842 for application materials and procedures.

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 Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time they register, must pay the nonresident 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 nonresident, 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 nonresident 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 residency will not be lost solely because of absence from the State while a member of the United States 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. Nonresidents may be allowed to pay resident tuition if they qualify as one of the following:
 - A. United States 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 Reserves.
 - C. Full-time employees of the University of Hawai'i and their spouses and legal dependents (as defined under Internal Revenue Service rules).
 - D. East-West Center student grantees pursuing baccalaureate or advanced degrees
 - E. Native Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.
 - F. Veterans eligible to use Post 9/11 GI Bill or Montgomery GI Bill active duty educational benefits, who live in Hawaii, 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 Gill Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawaii, 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 Hawaii, and enroll at the University within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.

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.
3. At the time of publication, these included the following:
 - American Samoa
 - Niue
 - Commonwealth of the Northern Marianas
 - Republic of Belau
 - Republic of the Cook Islands
 - Marshall Islands
 - Federated States of Micronesia
 - Solomon Islands
 - Futuna
 - Tokelau
 - Kiribati
 - Tonga
 - Nauru
 - Tuvalu
 - New Caledonia
 - Vanuatu
 - Wallis

This list is subject to change. For a current list, please contact the Admissions Office or visit <http://www.kapiolani.hawaii.edu/admissions/?a=2>.

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.

Selective Admissions Program Decision Appeal Process

Who May Submit an Appeal Regarding a Selective Admission Program Decision:

A student who is in receipt of a denial letter and one or both of the following must exist:

- The application process was not followed as publicized and/or
- Selection criteria were not utilized as publicized

What Are The Steps:

1. The concerned student may first attempt to resolve the issue on an informal level with the department academic counselor. Should it not be resolved at the academic counselor level, the student can then ask the department chairperson to review the case by submitting a hard-copy letter to the department chairperson no later than fourteen (14) business days from the date of the denial letter.

The letter to the department chairperson must include the following:

- a. Student's explanation of what he/she submitted and did as part of the application process;
 - b. Proof of advertised selection criteria and application process student followed;
 - c. Student's explanation identifying what in the selection process and/or in the selection criteria were not followed correctly.
2. The Department Chairperson will contact the student within five (5) business days of receipt of written complaint in order to hear the student's concerns.
 3. The Department Chair will convene an Appeal Review Committee within seven (7) business days of receipt of the student's written complaint. The committee will consist of the Program Director, Department Academic Counselor (from another department not involved with the appeal), and appropriate faculty and/or staff members. The committee will provide its decision within ten (10) business days from the date of its appointment by the department chairperson.
 4. With feedback from the student complainant and the Appeal Review Committee, the Department Chairperson will render a decision in writing within five (5) business days of the committee's decision.
 5. If the student wants to appeal the Department Chairperson's decision, the student may contact the Dean of Health Academic Programs within five (5) business days of the date of the letter affirming the Department Chair's decision. The student must submit a letter to the Dean confirming request to appeal the department chairperson's decision. The dean will respond to the student's appeal within five (5) business days of receiving the student's appeal. The Dean's decision is final and cannot be appealed.

If the Dean's decision is made after the start of the program or not within the timeframe to accommodate the current application period, the Dean's decision (if in favor of the student) will be applied to the next program entry.

Registration Information

Students at any campus within the University of Hawai'i System may enroll in classes at other University of Hawai'i campuses for which they are eligible during the same term without submitting a new admission application. They should follow the registration instructions issued by their home institution. The home institution is the campus where they are seeking a degree. They may change home institutions among the University of Hawai'i community colleges by completing and submitting a Change of Home Institution (CHI) form to the Kekaulike Information and Service Center (KISC) in 'Ilima 102 by the deadline stated on the form for the change to take effect in the desired semester.

Students or community members who are in a non-degree seeking program or pathway may enroll in noncredit courses by contacting KISC-Noncredit Registration located in Manono 113 or by calling 734-9211.

The Registration Process

Registration Schedules and Course Information

Important dates are listed in the academic calendar in the Schedule of Classes (Class Availability). Prior to each semester, the College publishes a website listing courses, class hours, locations, and instructors. Students may register for classes through MyUH at <http://myuhinfo.hawaii.edu/> at their assigned registration appointment. Students may also register in person at the Kekaulike Information and Service Center (KISC) according to the UHCC registration timetable found at <http://myuhinfo.hawaii.edu/object/uhcctimetable.html>. New students receive detailed registration instructions during new student orientation.

Orientation and Advising

Kapi'olani Community College has a mandatory First-Year Experience program that introduces new students to the College through orientation sessions offered prior to the beginning of the semester. Family members and students who are returning to Kapi'olani Community College or transferring from another college are also invited. The sessions provide information about registration procedures and course selection. Contact the first-year experience coordinator at (808) 734-9245 or e-mail kapstart@hawaii.edu for more information.

Official Transcripts from Non-UH Institutions

Official transcripts from Non-UH Institutions are required for students classified as a degree-seeking transfer student. Transfer students will not be permitted to register for courses until their official transcripts are received and evaluated by the Kekaulike Information and Service Center. Transcripts are considered official only if they are sent directly from your previous institution(s) to the Kekaulike Information and Service Center. Hand-carried or faxed transcripts are not considered official. Official transcripts are not needed for coursework completed within the University of Hawai'i System, which includes, UH Manoa, UH Hilo, UH West-O'ahu, Hawai'i Community College, Honolulu Community College, Leeward Community College, Kapi'olani Community College, Kauai Community College, UH Maui College, and Windward Community College. Contact the Transfer Year Experience Program Coordinator at (808) 734-9676 or email kaptye@hawaii.edu for more information.

English and Math Placement Tests (COMPASS Placement Tests)

Appropriate placement is required for all English and math courses as well as many other courses. Students who have not completed previous college courses in English or math should take the COMPASS placement test. Testing is available on a walk-in basis during most of the year. Results are provided upon completion of the test. For information on testing dates and times, go to the testing center at the Lama Library, call 808-734-9144, or visit <http://www.kapiolani.hawaii.edu/admissions/placement-testing-information/>. Disabled students can

arrange to take the test through the Special Student Services Office at (808) 734-9552. Please call at least one week prior to the testing date.

Language Placement Testing

Placement testing is required for all students who wish to enroll in a foreign or Hawaiian language course beyond the 101 level but who have not completed the college-level prerequisite course. It is also required for students with previous knowledge or experience in a language they plan to study.

Credit Load Limits

Eighteen semester hours is the maximum for which students may enroll during the registration period. Students wishing to enroll for more than 18 credits must obtain permission from an academic counselor.

International Student Registration

International students with an F-1 visa are required to carry at least 12 credit hours each semester. They must complete their program of study in accordance with the period specified on the I-20 form. They should contact the international student advisor at (808) 734-9312 prior to enrollment at Kapi'olani Community College.

Registration, Adds, Drops and Changes

Students may register online for classes through MyUH at <http://myuhinfo.hawaii.edu/> starting at their assigned registration time. They may also register in person at the Kekaulike Information and Service Center according to the printed registration schedule found in the Registration Guide. Any changes to their schedule after the initial registration session may be made online or in person. Beginning on the first day of classes for each term, a \$5.00 fee will be charged for each registration change made in person, but there is no charge for online transactions.

Semester-long (16-week) classes may be dropped online through the end of the tenth week of instruction. However, official withdrawals during the first three weeks of the semester will not be noted on students' academic records. The change of registration period for modular (less than 16 weeks) classes varies. The academic calendar, including deadlines, is available at <http://www.kapiolani.hawaii.edu/admissions/academic-calendar/>. Instructor consent is not required, and the student—not the instructor—is responsible for processing the change. Late withdrawals, however, require approval of the instructor and the chair of the department that offers the course. Withdrawals after the deadline are permitted only for unusual or extenuating circumstances beyond the student's control. Withdrawal deadlines can be found on the academic calendar web page at <https://www.sis.hawaii.edu/uhdad/avail.classes?i=KAP>. Click on the course CRN (Course Record Number).

Students will receive a grade of "F" if they do not officially withdraw from a class that they have stopped attending.

Late Registration Fee

Students who register on or after the first day of instruction in fall or spring will be charged a late registration fee of \$30. Students who register on or after the first day of instruction in summer will be charged a late registration fee of \$10. This fee is applicable even when registering for special term classes beginning later in the semester.

Partial Withdrawal (not all classes) After the Official Deadline

Official course withdrawals after the drop deadline are permitted only for unusual or extenuating circumstances beyond the student's control. Official course withdrawals after the drop deadline must be done in person at the Kekaulike Information and Service Center (KISC) and require the approval of both the course instructor and the chair of the department that offers the course. If officially withdrawing from a class after the drop deadline, students should obtain the Class Add/Drop form (also called the Change in Registration form) from KISC, obtain the instructor's and department chair's signature, and return the completed form to KISC for processing.

Complete Withdrawal (all classes) from College

Students are permitted to withdraw online from the last class at their home institution. Students withdrawing from all semester-long classes during the first three weeks of instruction for the semester will not have their classes noted on their academic transcript. Students withdrawing from semester-long classes between the fourth and tenth week of instruction and thereafter will have a "W" for each course noted on their academic transcript. After the tenth week, withdrawals are permitted only for unusual or extenuating circumstances beyond the student's control. Complete withdrawal from all classes after the tenth week requires the approval of the Vice Chancellor for Student Affairs and is approved based on extenuating circumstances that can be documented by the student. Withdrawal deadlines vary for modular classes, and can be found on the academic calendar web page at <https://www.sis.hawaii.edu/uhdad/avail.classes?i=KAP>. Click on the course CRN (Course Record Number).

Students who withdraw from college on or after the first day of instruction are eligible to enroll the following semester as continuing students. Those who withdraw from all classes before the first day of instruction must submit a new application for admission by the application deadline if they wish to return to Kapi'olani Community College in the future.

Unofficial Course Withdrawal

Students will receive a grade of "F" if they do not officially withdraw from a course that they have stopped attending. All withdrawals must be completed according to the instructions as outlined in the catalog (also available online and on the back of the Change in Registration form) and by the stipulated deadline.