

2024-2025

COLLEGE  
CATALOG



**HAWAII TOKAI**  
INTERNATIONAL COLLEGE

**Hawaii Tokai International College**

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2024-2025 College Catalog

Hawaii Tokai International College is accredited by the Accrediting Commission for Community and Junior Colleges, 428 J Street, Suite 400, Sacramento, CA 95814, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [accjc.org](http://accjc.org).

Hawaii Tokai International College is authorized to operate in the State of Hawai'i under the Hawaii Post-Secondary Education Authorization Program by the Hawaii State Department of Commerce and Consumer Affairs, 335 Merchant Street, Honolulu, HI 96813, (808) 586-7327. Additional information about authorization, including the filing of complaints against institutions, can be found at: [cca.Hawaii.gov/hpeap](http://cca.Hawaii.gov/hpeap).

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## MESSAGE FROM THE CHANCELLOR

Welcome to Hawaii Tokai International College! In choosing HTIC, you have selected to attend a global gateway for students interested in education bridging diverse perspectives, especially in the Asia-Pacific region.

As a student at HTIC, you will work closely with faculty and staff whose focus is to help you enhance your intellectual and social skills to ensure that you become competent global citizens.

Together with your classmates, you will explore a range of subjects in small and interactive classes that engage you in your learning through discussions, individual and group projects, readings, writing assignments, and presentations. When combined with our “classroom without walls” philosophy that encourages field trips to complement classroom learning, your experiences at HTIC will enable you to learn as much about yourself as you do about the subjects you study.

We believe that your time in HTIC should be a transformative experience that is a gateway to a future full of possibilities. Our ultimate goal is to empower you to be a lifelong learner capable of navigating through life’s complexities as you contribute to society in positive ways.

As chancellor, I look forward to getting to know each of you during your time at HTIC.  
“E komo mai” \* -- my door is always open to all members of the HTIC learning community.

Sincerely,



Naoto Yoshikawa, Ph.D.  
Chancellor



\*E komo mai – Hawaiian phrase meaning welcome.

## HISTORY AND MISSION

*Hawaii Tokai International College combines the philosophy of Dr. Shigeyoshi Matsumae, founder of the Tokai University Educational System, and the educational vision of Dr. Richard Kosaki, former University of Hawaii Vice President and Chancellor of Community Colleges.*

*The result is a unique institution that serves students as a bridge between Asia and the U.S. and as a gateway to their future as global citizens.*

### Tokai University Educational System



**Dr. Shigeyoshi Matsumae**  
*Founder, Tokai University  
Educational System*

The Tokai University Educational System (TES) had its genesis in a small, private high school founded in 1936 by Shigeyoshi Matsumae, based upon the educational philosophy of the Danish leader N.F.S. Gruntvig, whose ideas were introduced to Matsumae by famed Japanese educator Kanzo Uchimura. From these two men, Matsumae came to believe that schools were more than a place to acquire knowledge; they were where people could cultivate and develop their thoughts, ideas, and individuality.

Designed to engender an appreciation and understanding of the diverse cultures that exist on earth, the mission of TES is to promote and provide an internationally-oriented education that will result in a peaceful world. It is based upon the belief that a Hawaii Tokai International College education nurtures the development of ethical global citizens who are grounded in the liberal arts, technologically capable, protective of the environment, and respectful of the harmony that exists in nature.

Today, the Tokai University Educational System is composed of an extensive network of educational and research institutions throughout Japan, with overseas facilities in Denmark and Hawaii. Major university campuses are located in Kanagawa, Kumamoto, and Hokkaido. Graduate and research training facilities include a medical school with four hospitals, a marine research center with ocean-going vessels, a space center, and an agricultural experiment station. In addition, there are fourteen senior high schools.

In keeping with Matsumae's vision, TES has established educational institutions in many international locations -- Copenhagen, Denmark; Vienna, Austria; Seoul, Republic of Korea; Bangkok, Thailand; Vladivostok, Russia and Hawaii Tokai International College in Kapolei, Hawaii. In addition, TES maintains student exchange programs and joint research projects with universities all over the world.

#### **The Educational Creed of the Tokai University Educational System**

*Cultivate your thoughts in your early days*

*Nurture your body in your early days*

*Develop your intellect in your early days*

*Aim your hopes towards the stars in your early days*

TES FOUNDER DR. SHIGEYOSHI MATSUMAE DECIDED TO BUILD A PEACEFUL NATION BASED ON A FOUNDATION OF EDUCATION

# Hawaii Tokai International College



**Dr. Richard Kosaki**  
*HTIC Founding President  
and President Emeritus*

Hawaii Tokai International College (HTIC) was established in 1992, as an American two-year liberal arts college. HTIC is authorized to operate in the State of Hawai'i under the Hawaii Post-Secondary Education Authorization Program, and since June 1994, has been accredited by the Accrediting Commission for Community and Junior Colleges (formerly known as the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges). HTIC offers an Associate in Arts degree. Graduates of HTIC are from Japan, the Republic of China (Taiwan), the Republic of Korea, the People's Republic of China, the Federated States of Micronesia, Columbia, Peru, Brazil, Germany, Vietnam, Mongolia, and the United States.

Hawaii Tokai International College was founded by Dr. Richard H. Kosaki, one of Hawaii's most respected educators and a former University of Hawaii Vice President and Chancellor for Community Colleges. In accordance with the educational mission of TES, Dr. Kosaki envisioned a small liberal arts college with a strong emphasis on the learning community concept and a deep appreciation for intercultural understanding. Dr. Kosaki retired as President of HTIC in 1997.

The concept of the learning community continues to be the hallmark of HTIC's educational programs, strengthening the College's role as a gateway for students interested in bridging the educational systems of the East and West.

## Vision Statement

To educate students to become enlightened global citizens who contribute to world peace.

## Mission

Hawaii Tokai International College is an international gateway for students interested in education bridging diverse international perspectives, especially in the Asia-Pacific region. HTIC graduates earn Associate in Arts degrees and emerge as lifelong learners who contribute positively to the world.

## HTIC's Commitment to Peace

Tokai University Educational System founder Shigeyoshi Matsumae was a committed pacifist. Following World War II, Dr. Matsumae made a commitment to global understanding as a vehicle for achieving peace. As such, Hawaii Tokai International College approaches peace education through the study of philosophies and strategies of historical icons of peace movements, examines disparity and ways to achieve economic and political parity, teaches models of mediation and conflict resolution, and promotes the personal and emotional development of students who will become proprietors of peace.



# Institutional Learning Outcomes

HTIC's Institutional Learning Outcomes are rooted in its mission to nurture students to become productive global citizens. These learning outcomes are an integral part of the courses, programs, services, and activities of the College. All courses offered at HTIC incorporate, as appropriate, these learning outcomes. (In addition, selected classes are designated each term as "intensive" classes and stress these three specific outcomes: writing, oral communication, and/or cooperative learning.)

- **Effective Communication Skills**

Students read analytically, listen discerningly, and communicate clearly, effectively, and creatively in both written and oral forms in a manner appropriate to the audience, situation, and context. The areas of skills, knowledge, and values comprising this Institutional Learning Outcome in which students must achieve are:

- Oral
- Written
- Reading Comprehension

- **Intellectual and Practical Skills**

Students demonstrate intellectual and practical skills in different contexts and fields, interpreting and offering reasoned solutions to problems encountered both in the classroom and beyond. Students conduct quantitative and scientific analyses, and evaluate reasoning, claims, or information. Students also demonstrate creativity and an informed appreciation of the arts. The areas of skills, knowledge, and values comprising this Institutional Learning Outcome in which students must achieve are:

- Critical Thinking
- Quantitative Reasoning
- Creativity
- Information and Technology Literacy
- Aesthetic Appreciation

- **Global Citizenship**

Students demonstrate a sense of awareness beyond the self that includes an appreciation of diversity and multilingualism. Students also practice cooperation, ethical behavior, and other behaviors that contribute to global understanding and world peace.

The areas of skills, knowledge, and values comprising this Institutional Learning Outcome in which students must achieve are:

- Cross-Cultural Understanding
- Ethical Reasoning
- Second-Language Proficiency
- Cooperative Learning
- Understanding Issues of World Peace

## OVERVIEW OF PROGRAMS AND FACILITIES

*Hawaii Tokai International College offers outstanding educational experiences for students interested in bridging the cultures, languages, and societies of Asia and the Pacific. This section introduces the programs, facilities, and services that help students create their futures.*

### Liberal Arts Program

HTIC is an accredited liberal arts junior college, awarding the Associate in Arts degree. Based upon the concept of the learning community, the Liberal Arts Program emphasizes active learning techniques, critical thinking, cross-cultural understanding, and integrated learning in a highly supportive setting. The low ratio of students to faculty in the classroom affords students with an optimal learning environment.

### College Preparatory Program

Students who enter HTIC with limited English proficiency are enrolled in the College Preparatory Program. This four-level, integrated learning program emphasizes English as a Second Language (ESL) studies within the framework of liberal arts subject matter in a challenging, hands-on setting. Students who successfully complete the skills-based College Preparatory Program may apply to enter the Liberal Arts Program.

### Academic Year

HTIC's academic year operates on a quarter system; however, to facilitate student transfer to four-year colleges, semester credit hours are awarded in the Liberal Arts Program. HTIC offers four terms: Fall, Winter, Spring, and Summer. Each term is approximately ten weeks long, except for the Liberal Arts Program's Summer Term, which is composed of two five-week sessions. For specific dates, see the Academic Calendar at the end of this catalog.

### State Authorization

HTIC is authorized to operate in the State of Hawai'i under the Hawaii Post-Secondary Education Authorization Program, by the Hawaii State Department of Commerce and Consumer Affairs, 335 Merchant Street, Room 310, Honolulu, HI 96813, (808) 586-7327. Additional information about authorization, including the filing of complaints against institutions, can be found at [cca.Hawaii.gov/hpeap](http://cca.Hawaii.gov/hpeap).

### Accreditation

HTIC is accredited by the Accrediting Commission for Community and Junior (428 J Street, Suite 400, Sacramento, CA 95814, telephone 415- 506-0234), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. At the discretion of the receiving school, students may transfer credits to and from other accredited American colleges and universities. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

### Campus Facilities

HTIC's campus is located in the growing community of Kapolei on the west side of the island of Oahu and is adjacent to the University of Hawaii – West Oahu (UHWO). There are three buildings: A Building, which houses the classrooms, the Library and Learning Center, and administrative offices; B Building, which is the dormitory; and the Tatsuro Matsumae Auditorium, which holds most of HTIC's and outside event functions. The College complies with all building code regulations, and smoking is only allowed in the designated smoking area near the auditorium by the back parking lot. Classrooms are equipped with multi-surface sliding whiteboards and TVs, and high-speed wireless internet access is available throughout the campus. In addition, HTIC students are able to use the library and cafeteria facilities on the neighboring UHWO campus.

## **Faculty and Staff**

As a liberal arts college with an emphasis on teaching, HTIC values professional educators who embrace the College's Mission. Faculty members hold post-baccalaureate degrees or certificates from accredited universities, and most have taught at other colleges and universities and have considerable international experience. Staff members are highly qualified and experienced and, together with faculty, actively contribute to HTIC's learning community.

## ADMISSIONS

*HTIC welcomes applications from all individuals who have the ambition to benefit from its educational offerings.*

### Admission Requirements for U.S. Citizens and Lawful Permanent Resident Applicants

For admission or consideration for readmission, students must submit the following by the deadline date:

- Completed [Application for Admission](#), which includes Admissions Essay (300 - 500 words required for direct admission to the Liberal Arts Program, optional for College Preparatory applicants), and non-refundable US\$50 application fee.
- Official Transcripts:
  - Submit high school transcripts and transcripts from all schools attended after graduating
  - Transcript(s) must be sent by the issuing school(s) directly to the Office of Admissions
  - All documents must be in English or accompanied by an English translation certified by a school or Ministry of Education official.
- A minimum GPA of 2.5 is required for both freshman and transfer admission.

If the applicant's high school/secondary school education was completed in English, they are generally admitted as classified students and enter the Liberal Arts Program.

However, if the applicant completed all or some high school education in an institution or country where English was not the language of instruction, they may be admitted conditionally to HTIC. The student will undergo an English language evaluation process that involves a variety of measurements, including the Test of English as a Foreign Language (TOEFL), an essay test, and an oral interview. Based upon this assessment process, students enter the College Preparatory Program as unclassified students at a level appropriate to their English language ability or enter the Liberal Arts Program as classified students.

### Admission Requirements for International Applicants

You are an international applicant if a visa is required for you to reside and study in the United States.

For admission or consideration for readmission, students must submit the following by the deadline date:

- Completed [Application for Admission](#), which includes Admissions Essay (300 - 500 words required for direct admission to the Liberal Arts Program, optional for College Preparatory applicants), and non-refundable US\$100 application fee.
- Financial Support Statement
  - Attach a current (within six months) bank statement from your sponsor showing an available balance of at least \$28,860.
- TOEFL (Test of English as a Foreign Language) score, IELTS (International English Language Testing System) score, or a copy of the EIKEN certificate
  - TOEFL score of 61 iBT or 500 PBT; IELTS score of 6.0 or higher; or an EIKEN Grade Pre-1 certificate or higher required to be considered for admission into the Liberal Arts Program.
  - For admission into the College Preparatory Program, submission of a TOEFL score, IELTS score, or an EIKEN certificate is recommended but not required.
  - HTIC's TOEFL college code is 9831.
- Official transcripts:
  - Submit high school transcripts and transcripts from all schools attended after graduating, including language schools.

- Transcript(s) from U.S. schools must be sent directly from the issuing school(s) to the Office of Admissions.
- Applicants may submit official English transcript(s) from overseas schools together with other required documents.
- A certificate demonstrating completion of high school level education must be submitted if transcripts are unavailable.
- All documents must be in English or accompanied by an English translation certified by a school or Ministry of Education official.
- Certificate of High School Graduation
- Copy of passport
- A minimum GPA of 2.5 is required for both freshman and transfer admission into the Liberal Arts Program
- Completed Housing Application form (International students are required to live in the on-campus housing for the first 2 terms. A non-refundable \$20 application fee will be assessed with the initial payment of tuition and fees).

Upon entry to HTIC, all international and non-native English-speaking students, who completed all or some high school education in an institution or country where English was not the language of instruction, will undergo an English language evaluation process that involves a variety of measurements, including the Test of English as a Foreign Language (TOEFL), an essay test, and an oral interview. Based upon this assessment process, students enter the College Preparatory Program as unclassified students at a level appropriate to their English language ability or enter the Liberal Arts Program as classified students.

In addition, non-native English speakers who have graduated from a U.S. high school and have the required English proficiency or have successfully completed a full term of course study at the 100 level or above at an accredited U.S. institution of higher education (a minimum of nine quarter-system credits or 12 semester-system credits), also generally enter as classified students in the Liberal Arts Program. Based on a placement test, classified students may be placed into the foundation-level ENG 22 course to strengthen their writing skills prior to taking the ENG 100 course.

Send application materials to: Hawaii Tokai International College Office of Admissions 91-971 Farrington Highway, Kapolei, HI 96707 U.S.A.

## Application Deadlines

Application deadlines for the College Preparatory and Liberal Arts Programs are as follows:

APPLICATION DEADLINES FOR:	U.S. CITIZENS AND LEGAL RESIDENTS	STUDENTS REQUIRING F-1 VISA	STUDENTS WITH VALID VISA
<b>Fall 2024</b> (Both Programs) September 26 - December 6, 2024	8/1/2024	6/1/2024	8/1/2024
<b>Winter 2025</b> (Both Programs) January 9 - March 21, 2025	11/1/2024	9/1/2024	11/1/2024
<b>Spring 2025</b> (Liberal Arts Program) April 10 - June 20, 2025	2/1/2025	12/1/2024	2/1/2025
<b>Spring 2025</b> (College Preparatory Program) April 14 - June 20, 2025	2/1/2025	12/1/2024	2/1/2025
<b>Summer 2025</b> (College Preparatory Program) July 5 - September 12, 2025	5/1/2025	3/1/2025	5/1/2025
<b>Summer 2025 Session I</b> (Liberal Arts Program) July 7 - August 12, 2025	5/1/2025	3/1/2025	5/1/2025
<b>Summer 2025 Session II</b> (Liberal Arts Program) August 14 - September 19, 2025	5/1/2025	3/1/2025	5/1/2025

## Application Procedures

Students may enter HTIC in any term. An application for admission may be made at any time, but no later than the published application dates indicated above for admission to a specific term. Every effort will be made to review and evaluate applications on a timely basis.

Prospective students will be informed of the action taken on the applications. Accepted international students receive a U.S. Immigration and Customs Enforcement SEVIS Form I-20. The Form I-20 is used when applying for an F-1 student visa at the U.S. Consulate or Embassy nearest the student's home. Processing of a visa application may take several months, so international students are advised to apply as soon as possible. The determination as to whether a visa will be issued is the sole responsibility of the consular office. Upon issuance of a visa, the student can complete arrangements for travel to Hawaii and enrollment in the College. (Note: International students may not enter the U.S. more than 30 days prior to the program start date on the I-20.)

Acceptance may be deferred for up to one year. After one calendar year (the equivalent of four successive terms) has passed, the applicant must submit a new, complete application packet, including all fees, to be reconsidered for admission.

## Pre-Registration Requirements:

Prior to registration students are required to have:

- **Proof of Health Insurance:** Every student must have medical insurance coverage for the length of the term in which the student is enrolled. Overseas travelers or student insurance is accepted. Additional information is available from the Office of Student Services.
- **Tuberculosis (TB) Clearance Certificate:** All students must present a valid TB (Tuberculosis) clearance provided within 12 months of the start of the program of study.
- **Immunization Record:** The following immunizations are required:
  - MMR (Measles, Mumps, Rubella): 2 doses
  - Varicella (Chickenpox): 2 doses
  - TDAP (Tetanus, Diphtheria, Pertussis): 1 dose
  - MCV (Meningococcal Conjugate) \*: 1 dose at age 16 or older

*\* Required for first-year students living in on-campus housing*

## Advanced Placement

HTIC will accept high school Advanced Placement (AP) and International Baccalaureate Diploma Programme course credit as transfer credit if an equivalent course is offered at HTIC. An official course syllabus may be requested for evaluation to confirm the equivalence to a course offered at HTIC. To receive AP credit, the student must earn a final grade of "C" or higher in the AP course and receive a minimum score of 3 (on a scale of 1-5; 5 being the highest) on the AP exam.

## Transfer Credits from Other Institutions

Students transferring to HTIC from other accredited American or foreign colleges or universities may request that credits earned at these institutions be evaluated for transfer to meet HTIC requirements. Generally, credit will be given for courses applicable to the Associate in Arts degree and comparable to those offered at HTIC, provided that the student completed the courses with a grade of "C" or higher. HTIC will evaluate those transcripts and provide the student with an assessment. A detailed syllabus may be requested for further evaluation. The time and cost of the degree program will be decreased appropriately based on the credits granted.

## Scholarships

- **Gateway Scholarship:**  
The Gateway Scholarship will be awarded to three selected new applicants who are beginning their studies at HTIC during the Fall 2024 term. This scholarship is open to U.S. citizens or U.S. legal permanent residents who graduated from a U.S. high school or an international school where English is the language of instruction, with a cumulative GPA of 3.0 or higher or a transfer GPA of 3.0 or higher. Once enrolled, students must be compliant with the HTIC Student Code of Conduct, maintain a minimum HTIC term GPA of 3.0, and participate in a minimum of 10 hours of service learning per term for continued tuition reduction up to the Spring 2025 term.
- **Global Citizen Scholarship:**  
Full-time classified Hawaii Tokai students who have completed at least one term in the Liberal Arts Program (at least 11 credits and ENG 100), have a cumulative GPA of 3.5 or higher, have participated in a minimum of 20 hours of volunteer service learning during the term, and who are in compliance with the Code of Student Conduct, are eligible for a Global Citizen Scholarship covering up to 50% of one-term tuition. Students must submit an application and essay each term to be eligible to receive the scholarship the following term.
- **TOEFL Scholarships:**  
In addition, international students, in the College Preparatory Program or Liberal Arts Program, who achieve a TOEFL score of 550 or higher will receive a scholarship for the following term. Each TOEFL scholarship can only be received once.  
550+ Score - TOEFL 550 Club Scholarship: \$500  
600+ Score - TOEFL 600 Club Scholarship: \$1,000

Any student who violates the Code of Student Conduct resulting in disciplinary action is ineligible for the scholarship program for at least the immediate successive term. The student's future eligibility is contingent upon approval by the College's Scholarship Board.

For more information on the scholarship program, contact the Office of Student Services.

## Disability Support Services

Students needing disability support services are expected to identify themselves to the College. The College requires documentation regarding the nature and extent of their disability and recommendations for reasonable accommodations. Since accommodations may require additional time to arrange, requests should be received at least six weeks prior to the start of term.

## COSTS

*The cost of attending HTIC will vary with the program of study undertaken, living arrangements, and personal expenses. Please note that all tuition and fees are subject to change in accordance with requirements of state law or action by HTIC's Board of Trustees or administration.*

### Tuition and Fees

Tuition for students enrolled for the 2024-2025 academic year beginning in September 2024 for a full-time program of study and for students taking a part-time course load is shown below.

- **Liberal Arts Degree Program:** \$5,200 per term for full-time students (9 credit hours are required to be a full-time student). \$580 per credit hour for part-time students (plus fees).
- **College Preparatory Program:** \$5,200 per term for full-time students (18 contact hours per week required to be a full-time student).

Liberal Arts and College Preparatory Program students are assessed \$320 in mandatory student and internet usage fees each term. In addition, Liberal Arts students in their final term of study will be assessed a \$100 graduation fee during the registration process.

### Housing and Meal Plans

**Housing:** Double and quadruple-occupancy rooms are available in HTIC's on-campus dormitory. Room rates per term for the 2024-2025 academic year beginning in September 2024 are as follows.

DORMITORY ROOM RATES		
Occupancy	All Full Terms	Summer I or II
Double	\$2,700	\$1,500
Quadruple	\$2,400	\$1,300

A non-refundable processing fee of \$20 is required with all housing applications. Other housing costs include a \$100 non-refundable in & out fee, \$1,000 deposit and an optional \$100 non-refundable charge for a set of bedding, including a pillow, blanket, and towels. All housing fees must be paid in advance or upon moving in.

**Note:** All students residing in the dormitory must vacate the premises during the break between the fall and winter terms. Students moving out of the dormitory permanently and who wish to remain on the premises for more than three days following the end of the term must plan with the Office of Student Services ahead of time and will be charged a rate of \$40 per night beginning on the third day following the end of the term. Students moving into the dormitory can check in on the first day of orientation. If a student wishes to move in earlier than the official check-in date, he/she needs to arrange with the Office of Student Services and will be charged a rate of \$40 per night.

**Meal plans:** Resident students will have the option of choosing from three different meal plans (\$800 / \$900 / \$1,000). Meal plans are mandatory for all students living in the dormitory.

### Student Financial Obligations

HTIC may withhold grades, transcripts, registration privileges, or a combination of these, if a student has not fulfilled their financial obligation due to the College. The hold on student records will be removed when full payment is received.



## Refund Policies

Official withdrawals must be completed by the appropriate deadlines noted in the Academic Calendar. Tuition and dorm deposit will be refunded via ACH, wire transfer or Flywire minus any applicable bank transaction fees.

**Tuition refunds** will be made in accordance with the following schedule. The schedule is applicable to all terms with the exception of Summer Session II. No refunds will be made for Summer Session II unless changes are made within the first 12 days of instruction during Summer Session I.

### TUITION REFUND SCHEDULE

For Withdrawal or Changes Made:	Refund
- Before the first day of instruction	100%
- During the first 7 days of the term	75%
- During Days 8-12 of the term	50%
- After Day 12 of the term	No refund

**Housing refunds** for cancellations made one week or more before the first day of classes will be made in full. No housing refunds after the one week prior. Dorm deposit will be applied to damage charges and any outstanding charges. Any remaining balance will be refunded to students who submitted a refund request form.

**Meal plan refunds** for cancellations made one week or more before the first day of classes will be made in full. No meal plan refunds after the one-week prior.

## Estimated Cost of Attendance

A sample one-term budget for full-time HTIC students can be estimated as follows:

	Liberal Arts Degree Program & College Preparatory Program
Tuition	\$ 5,200
Fees	\$ 320
Housing	\$ 2,400*
Meal Plan	\$ 800**
Books and Supplies	\$ 350 (estimated)
Health Insurance	\$ 200 (estimated)
Other expenses	\$ 350 (estimated)
<b>Total</b>	<b>\$ 9,620</b> for one term or <b>\$28,860</b> per academic year (three terms)

\* Standard Quadruple Occupancy Rate (Double Occupancy Room: \$2,700)

\*\* Additional purchases may be made if desired

# STUDENT SERVICES

*The Office of Student Services is committed to assisting students in making their time at HTIC a meaningful and positive experience.*

## New Student Support

Prior to the start of each term, all new students are welcomed to the school and expected to participate in Orientation Week.

Each program has its own schedule and helps students feel comfortable and ready before the start of the term. There will be orientations covering information and policies about the respective program they are in, housing, and services offered by the College.

Placement examinations, course registration, and required vaccinations are some of the other support services also arranged during the week.

## Academic Advising

There is an academic advisor for both the College Preparatory and Liberal Arts Programs that students can reach out to respectively. The academic advisor provides guidance and advice to students' overall progress towards the completion of their program and future goals after graduation.

Students in the Liberal Arts Program are required to meet with their academic advisor in the middle of each term for an academic advising session in order to register for the following term. Please refer to pages 28 - 31 to see the registration policies.

## Immigration Advising for International Students

International students who need assistance with a student visa (F-1) and U.S. Immigration and Customs Enforcement matters are welcome to come into the office to ask or email questions.

## Transfer Advising

Students who are interested in transferring to a 4-year college or university, after completing the Liberal Arts degree program, may seek advice from the academic officers or visit the Office of Student Services to request for more information.

Transferring from one institution to another is a common practice in the United States, especially from a two-year to a four-year institution. This process permits students who have credits earned from their current or previous institution to be transferred into the next one, where they can continue his/her education to receive a baccalaureate in the major of choice. The benefit in transferring credits is that students are able to start at a Junior standing, based on the number of credits transferred, and focus mainly on major courses while taking undergraduate and institutional requirements.

- **American University Transfer:**

Many of the courses offered at HTIC fulfill the general undergraduate requirements for the Bachelor of Arts (B.A.) degree of other American institutions. In order to transfer college credits, students must submit their official transcript(s) to the new institution. Each educational institution will evaluate and determine what credits will be granted to students.

HTIC currently maintains various transfer relationships and articulation agreements with institutions, including Hawaii Pacific University; St. Cloud State University; Angelo State University; etc. Although located in Japan, Temple University's Japan campus is a recognized American institution and HTIC has an agreement with the campus.

Students may reach out to the Liberal Arts Academic Officer and Vice Chancellor for Academic and

Student Affairs for information regarding articulation agreements and advice on transferring to an American institution.

- **Japanese University Transfer:**

HTIC graduates who are looking to continue their education at a Japanese institution are also able to do so with the transfer agreements made with a few institutions, such as Tokai University, Kansai Gaidai University and Ritsumeikan Asia Pacific University. These agreements help HTIC graduates be able to transfer credits and, depending on the agreement, usually start at a Junior standing. American and international students with advanced Japanese language skills may take advantage of this opportunity to complete their four-year degree in Japan. Students planning to transfer to a Japanese institution should consider earning 62 credits or more at HTIC to help transfer as many credits as possible.

Students may reach out to the International Student Advisor and Vice Chancellor for Academic and Student Affairs for information regarding articulation agreements and advice on transferring to Japanese institutions.

## **Recordkeeping and Document Requests**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), all official documents submitted by the student become the property of HTIC and are never to be released or shared to any party without the student's authorization. Student records are maintained by the Office of Student Services using an online college management system called Populi. Current students and alumni are able to view their academic records and export unofficial transcripts from their Populi accounts.

Students are able to request official academic transcripts and documents, such as Verification of Enrollment Letter, Certificate of Expected Graduation, Certificate of Graduation, and Verification of Past Enrollment, to be picked up by the student or sent to other colleges, universities, or employers through the Transcript Request Form and/or OSS Document Request Form respectively. The forms and payments can be completed online and found on the [Student Records page](#) of HTIC's website. The transcript request function can also be found in the student's Populi account.

HTIC official academic transcripts and documents are the student's property and are released only at the student's authorization. Any document requests from third parties, including family members, must first receive authorization from the student. Then the student must inform the Office of Student Services of the authorization through email or writing. Requests submitted by third parties can request a document only to themselves and not to other third parties.

## **Alumni Relations**

All HTIC graduates are automatically enrolled in the Alumni Association. No dues or registration are required. HTIC graduates can keep their tokai.edu email and Populi account even after graduation. If you have any questions about graduating from Hawaii Tokai International College, please contact the Office of Student Services at [studentservices@tokai.edu](mailto:studentservices@tokai.edu).

# ACADEMIC PROGRAMS

## Liberal Arts Program

The Liberal Arts Program offers an Associate in Arts (A.A.) degree program that introduces students to various fields of knowledge, including the arts and humanities, language, social sciences, natural sciences, and mathematics. The program emphasizes the development of learning, critical thinking, and communication skills to foster a broad intellectual understanding of the individual and society, the natural environment, issues in the arts and humanities, and self-awareness. Through our curriculum, students develop the foundation to bridge diverse international perspectives to contribute positively to world peace.

## Associate in Arts Degree Requirements

In order to be eligible to graduate, students are required to complete the degree requirements defined in the catalog year when they started the Liberal Arts Program at HTIC.

All students wishing to earn an Associate in Arts degree must:

- Complete a minimum of 60 credits in courses numbered 100 and above;
- Complete the following Student Learning Outcome (SLO) courses with a grade of “C” or higher:
  - 1 Cooperative Learning Intensive (CLI) course (3 credits),
  - 1 Creativity (CT) course (1 credit),
  - 1 Cross-Cultural Understanding (CCU) course (3 credits),
  - 2 Oral-Intensive (OI) courses (6 credits), and
  - 4 Writing-Intensive (WI) courses (12 credits)
- Achieve a grade of “C” or higher in ENG 100 and ENG 200;
- Maintain a minimum cumulative grade point average of 2.0;
- Complete at least the last 18 credits of coursework at HTIC (other credits can be transferred from other accredited colleges); and
- Have no financial obligations due to the College.

Note: Students transferring to a Japanese university will be advised to take 62 credits or more.

**Language Arts and Literature**  
(12 credits minimum)

ENG 100 (“C” grade or better required)  
ENG 200 (“C” grade or better required)  
Any literature course  
SP 151

**Arts and Humanities**  
(6 credits minimum)

Any two 3-credit courses from two different disciplines  
(History or Art/Music or Humanities)

**Mathematics and Science**  
(6 credits minimum)

Any two 3-credit courses from two different disciplines

**Social Sciences**  
(6 credits minimum)

Any two 3-credit courses from two different disciplines

**Degree Specific Requirements**  
(6 credits)

IS 100 – Freshman Seminar  
IS 200 – Sophomore Seminar/Capstone Course

ICS 100 – Introduction to Computers  
(requirement may be met via placement test)  
SUST 100 – Introduction to Sustainable Development

**Elective Courses**  
(24 credits)

Any credit courses in the Liberal Arts Program

## Student Learning Outcomes

In order to achieve HTIC's Learning Outcomes, students must take the following courses, earning a grade of "C" or higher to fulfill the requirement:

### **Cross-Cultural Understanding (CCU)**

CCU courses require students to demonstrate awareness of various cultural practices and beliefs. Students may demonstrate cross-cultural understanding through quizzes, exams, essays, projects, or other assignments, and should require at least 10% of the total course hours or the equivalent of one week of a 10-week term.

### **Cooperative Learning Intensive (CLI)**

CLI courses require group work, including at least one group project or team activity, such as a debate, for which the student is graded. The group project or team effort should require at least 10% of the total course hours, or the equivalent of one week of a 10-week term. Small group discussions are not considered a CLI activity.

### **Creativity (CT)**

CT courses require students to participate in activities that involve the use of their imagination and creative ideas. The creative activity can be individual, group, or team project and should require at least 10% of the total course hours or the equivalent of one week of a 10-week term.

### **Oral Intensive (OI)**

OI courses require a minimum of 20 minutes of oral presentation per student; the 20 minutes may be divided into smaller presentation units of 4-5 minutes each. Presentations can be done individually, as part of a group, in debate, role-playing, etc.; classroom discussion may not be considered as meeting the oral intensive requirement. Oral presentations should be given from notes and not include the reading of papers. Presentations made on Presentation Day also count in meeting the oral intensive criteria.

### **Writing Intensive (WI)**

WI courses require a minimum of 3,000 words of writing. The writing can be a combination of papers, essay answers on exams, journal writing, etc.

A course can be designated CLI, OI, and WI if it fulfills all three requirements.

## Freshman Experience Learning Community

All freshmen must enroll in the integrated Freshman Experience Learning Community, a course-linked program designed to enhance the academic quality of life for new liberal arts students. This unique educational program integrates humanities content and language skill courses that allow students to see the connections that exist among the various subjects. Recognizing that the first year is an exciting but

challenging time of adjustment for all new college students, the Freshman Experience Learning Community enhances the opportunities for intellectual growth, team building, and effective learning.

The Freshman Experience courses comprise ENG 22/100, SUST 100, SP 151, ICS 100, and IS 100.

## **Concentrations**

HTIC also offers three concentrations in Business Foundation, Discover East Asia, and Peace Studies.

Liberal Arts students must submit the Concentration Intent Form to the Office of Student Services by the end of Week 5 of their first term in the program. Failure to do so will result in not being able to pursue the concentration.

### **Business Foundation Concentration**

The Liberal Arts Program offers a concentration on Business Foundation for students interested in pursuing degrees with an emphasis on business. The business foundation concentration combined with an Associate of Arts degree in Liberal Arts from Hawaii Tokai International College aims to foster an entrepreneurial mindset to students by providing essential skills and knowledge needed in global business.

This concentration requires a total of 15 credits of study.

- ACC 201 Principles of Financial Accounting
- ACC 202 Principles of Managerial Accounting
- ECON 130 Principles of Microeconomics
- ECON 131 Principles of Macroeconomics
- ENG 209 Business Writing or MATH 115 Introduction to Statistics Students must be able to

fulfill the following learning outcomes for this concentration:

- 1) Demonstrate the understanding of the fundamentals of microeconomics and apply microeconomic theories and concepts to contemporary issues;
- 2) Demonstrate the understanding of the fundamentals of macroeconomics and apply macroeconomic theories and concepts to contemporary issues;
- 3) Demonstrate the understanding of the fundamentals of financial accounting and apply knowledge to prepare Financial Statements (balance sheet, statement of cash flow, and income statement) and financial schedules in accordance with Generally Accepted Accounting;
- 4) Demonstrate the understanding of the fundamentals of managerial accounting and apply the knowledge to identify problems associated with the accounting information for internal decision making;
- 5) Demonstrate proficient communication skills including technical writing in a business setting;
- 6) Demonstrate the ability to apply theoretical knowledge and effectively communicate in the global business setting; and
- 7) Demonstrate the ability to identify ethical issues in business and understand professional responsibility to make ethical business and professional decisions.

### **Discover East Asia Concentration**

In keeping with its mission as a gateway bridging diverse international perspectives, HTIC offers the Discover East Asia: Language and Culture Immersion concentration which provides students the opportunity to pursue the study of East Asian languages and culture as they complete their A.A. degrees. A special highlight of the concentration is the opportunity to study abroad –in Japan at Tokai University or in South Korea at Hanyang University – in intensive language classes. In addition to meeting the degree

requirements, Discover East Asia students must:

- Take Japanese 103 or Korean 101 (3 credits) at HTIC or pass a test demonstrating equivalent ability in one of these languages before leaving for study;
- Earn three credits in one of the two languages during the study abroad;
- Take at least six additional credits at HTIC of East Asia related, 3-credit courses in the fields of communication, history, religion, anthropology, political science, or literature before or after the study abroad experience. Course offerings include the following:

ANTH 201 Japanese Culture  
COM 140 Introduction to Intercultural Communication  
COM 201 Introduction to Communication  
ENG 254 World Literature  
HIST 210 East Asian Civilizations  
POLSCI 220 International Relations  
REL 150 Introduction to the World's Major Religions  
Any other courses designated Discover East Asia (DEA)

- Upon return to HTIC, give a presentation, in the language studied, at Presentation Day; and
- Submit a cross-cultural reflection paper or similar project discussing the study abroad experience.

Students must be able to fulfill the following learning outcomes for this concentration:

- 1) Demonstrate the ability to distinguish between cultures by writing a 5-page paper describing the cultural differences experienced during the study abroad experience;
- 2) Demonstrate the ability to recognize cultural differences by presenting these differences in the content of the 10-minute oral presentation; and
- 3) Demonstrate elementary speaking abilities in the target language by presenting in that language in the 10-minute oral presentation.

### **Peace Studies Concentration**

The Liberal Arts Program offers a concentration on Peace Studies for students interested in pursuing international relations with an emphasis on peace. In addition to meeting the A.A. degree requirements, students in this concentration are required to conduct a research paper or project on a topic related to sustainability and Peace Studies in the IS 200 Sophomore Seminar. In addition to the IS 200 research project, this concentration requires 12 credits of study earned from the following courses:

AMST 150 America and the World  
ENG 259 Literature of Peace  
IS 192 Service Learning  
IS 295 Business Internship  
POLSCI 150 Introduction to Global Politics  
POLSCI 220 International Relations  
REL 150 Introduction to the World's Major Religions  
SCI 122 Introduction to Science: Physical  
SCI 210 Environmental Issues  
Any other courses designated Peace Studies (PS)

Students must be able to fulfill the following learning outcomes for this concentration:

- 1) Demonstrate the ability to distinguish between different definitions and perspectives of peace;

- 2) Use conflict resolution and peace-building tools to achieve effective cross-cultural communication skills; and
- 3) Analyze and discuss issues relating to peace including: human rights, environmental protection, biodiversity, and sustainable resource development.

## Summary of Hawaii Tokai International College Degree Programs

A.A. in Liberal Arts

A.A. in Liberal Arts with Business Foundation Concentration

A.A. in Liberal Arts with Discover East Asia Concentration

A.A. in Liberal Arts with Peace Studies Concentration

## College Preparatory Program

The College Preparatory Program is an academic English language curriculum designed for non-native English-speaking students who need to enhance their language skills to immediately pursue an Associate in Arts degree at HTIC. Courses within this curriculum introduce students to academic English and assist them in developing the skills necessary to succeed in an American institution of higher education.

The College Preparatory Program is divided into four levels, each with its own focus. Each level focuses on the core skills of English listening, speaking, reading, writing, and grammar. The levels feature a unified approach to learning by cultivating the progressive development of students' English language skills in core courses linked to content-based courses intended to give students experience in studying academic subject material in English. With additional instruction in fundamental classroom and study skills, including critical thinking, discussion and presentation, information literacy, note-taking, and exam-taking, these courses prepare students for academic success in college-level study. College Preparatory content courses focus on the study of Earth Science, American Studies, Sociology, and Psychology.

Entering College Preparatory Program students are placed in one of four levels based on performance in tests administered prior to the start of classes. Consideration is also given to past language training and previous TOEFL or other standardized test scores such as EIKEN, IELTS, and TOEIC.

The following Institutional Learning Outcomes are integral to the College Preparatory Program:

- Effective Communication Skills
- Intellectual and Practical Skills
- Global Citizenship

Learning outcomes are defined at each level of instruction based on progressively challenging criteria of writing, speaking, reading, and listening comprehension.

Students engage in 18 - 22 hours of instruction per week in the following courses.

### Level I: Beginner

#### Courses

1. Integrated English Studies: Beginner Listening & Speaking
2. Integrated English Studies: Beginner Reading Skills & Discussion
3. Integrated English Studies: Beginner Writing & Grammar
4. The Foundations of Earth Science
5. TOEFL Preparation I

#### Assessments

In addition to passing all course-based assessments with a minimum score of 70%, Level 1 students must also meet the following requirements:

- Final In-Class Essay: Students complete 60-minute timed writing using one of the organizational styles learned in the Beginner Writing & Grammar class. This assessment comprises 25% of the class grade.
- Level 1 Speaking Evaluation: Two interview-style speaking evaluations based on the content of the Foundations of Earth Science course are held during the midterm and final weeks of the term. The midterm speaking evaluation comprises 15% of the class grade, and the final speaking evaluation comprises 25%.
- TOEFL: All students are required to take the TOEFL ITP in Week 10. Students are encouraged to achieve a minimum TOEFL score



- of 450.
- Maintain a cumulative GPA of 2.5 or higher.

## Level 2: Lower Intermediate

### Courses

1. Integrated English Studies: Lower-Intermediate Listening & Speaking
2. Integrated English Studies: Lower-Intermediate Reading Skills & Discussion
3. Integrated English Studies: Lower-Intermediate Writing & Grammar
4. The Foundations of American Studies
5. TOEFL Preparation II

### Assessments

In addition to passing all course-based assessments with a minimum score of 70%, Level 2 students must also meet the following requirements:

- Final In-Class Writing: Students complete 60-minute timed writing using one of the organizational styles learned in the Lower-Intermediate Writing & Grammar class. This assessment comprises 25% of the class grade.
- Level 2 Speaking Evaluation: Two interview-style speaking evaluations based on the content of the Foundations of American Studies course are held during the midterm and final weeks of the term. The midterm speaking evaluation comprises 15% of the class grade, and the final speaking evaluation comprises 25%.
- TOEFL: All students are required to take the TOEFL ITP in Week 10. Students are encouraged to achieve a minimum TOEFL ITP score of 460.
- Maintain a cumulative GPA of 2.5 or higher.

## Level 3: Upper Intermediate

### Courses

1. Integrated English Studies: Upper-Intermediate Listening & Speaking
2. Integrated English Studies: Upper-Intermediate Reading Skills & Discussion
3. Integrated English Studies: Upper-Intermediate Writing & Grammar
4. The Foundations of Sociology
5. TOEFL Preparation II

### Assessments

In addition to passing all course-based assessments with a minimum score of 70%, Level 3 students must also meet the following requirements:

- Final In-Class Writing: Students complete 60-minute timed writing using one of the organizational styles learned in the Upper-Intermediate Writing & Grammar class. This assessment comprises 25% of the class grade.
- Level 3 Speaking Evaluation: Two interview-style speaking evaluations based on the content of the Foundations of Sociology course are held during the midterm week and final week of the term. The midterm speaking evaluation comprises 15% of the class grade, and the final speaking evaluation comprises 25%.
- TOEFL: All students are required to take the TOEFL ITP in Week 10. Students are encouraged to achieve a minimum TOEFL ITP score of 470.
- Maintain a cumulative GPA of 2.5 or higher.

## Level 4: Advanced

### Courses

1. Integrated English Studies: Advanced Listening & Speaking
2. Integrated English Studies: Advanced Reading Skills & Discussion
3. Integrated English

### Assessments

In addition to passing all course-based assessments with a minimum score of 70%, Level 4 students must also meet the following requirements:

- Final In-Class Writing: Students complete 60-minute timed writing using one of the organizational styles learned in the Advanced Writing & Grammar class. This assessment comprises 25% of the class grade.

- Studies: Advanced Writing & Grammar
  - 4. The Foundations of Psychology
  - 5. TOEFL Preparation III
- Level 4 Speaking Evaluation: Two interview-style speaking evaluations based on the content of the Foundations of Psychology course are held during the midterm and final weeks of the term. The midterm speaking evaluation comprises 15% of the class grade, and the final speaking evaluation comprises 25%.
  - TOEFL: All students are required to take the TOEFL ITP in Week 10. A TOEFL ITP score of 480 or higher is required for students to complete the College Preparatory Program and be accepted into the Liberal Arts Program.
  - Maintain a cumulative GPA of 2.5 or higher.

Levels 1-2 students who score a 480 or better on the TOEFL ITP, have a 3.5 or better cumulative GPA, pass the final College Preparatory written assignment of the current level, and have the recommendations from the majority of the instructors, may skip one level.

Students who fail to maintain a cumulative GPA of 2.5 or higher and/or fail to meet the learning outcomes for the level in which they are enrolled receive the grade entry “R” and must repeat the level of study. The grade “R” does not affect a student’s GPA. Students receiving an “R” grade may repeat the level as follows:

- Levels 1-4 may be repeated twice.

If a student is unable to pass a level within the required number of attempts, the Admissions Board will meet to determine the appropriate course of action.

A College Preparatory student at any level may apply and be considered for admission into HTIC’s Liberal Arts Program if the student:

- Achieves a TOEFL score of 500 or higher.
- Meets a 2.5 cumulative GPA or higher.
- Completes all College Preparatory classes of the term with a C- or higher.
- Submits all other additional admission requirements for internal applicants.

College Preparatory students are required to meet the following criteria to complete the program and be able to apply for admission to the Liberal Arts Program:

- An average of 70% or higher in assessments for all courses in each level
- Minimum TOEFL test score of 480 (ITP) or 54 (iBT)
- Cumulative grade point average of 2.5 or better
- EXCEPTION: Students who cannot achieve the minimum TOEFL ITP score of 480 may be considered for enrollment in the Liberal Arts Program with the following conditions:
  - A final grade point average (GPA) of 3.5 or better in the final term of CP.
  - A cumulative grade point average (GPA) of 3.5 or better.
  - A TOEFL ITP score within 15 points (465-479) of the required score of 480.
  - A passing grade on the final written assignment in the Writing & Grammar course reviewed by three instructors.

Students who complete the College Preparatory Program receive a Certificate of Completion and may apply for admission to the Liberal Arts Program.

## **International Programs**

International Programs (IP) at HTIC offers customized second language acquisition programs that include classes on reading, writing, conversation, American culture, Hawaiian culture, and presentation skills. These programs, specially tailored to meet the specific needs and language level of each individual group. The length of IP programs ranges from a week to a few months. Participants include students from primary and secondary schools and universities that are associated with the Tokai University Educational System or other educational institutions.

IP's small, interactive classes focus on group discussion and in-class activities to promote the development of students' critical thinking and cross-cultural awareness, as well as their language skills. While studying in a program, students have the opportunity to experience American college life and to engage in language exchanges with U.S. and Japanese students. Field trips are an integral part of IP's curriculum, enhancing the students' studies with the opportunity to visit historic and culturally significant sites on the island of Oahu.

A Certificate of Completion is awarded from IP to participating individuals upon the successful conclusion of studies.

# ACADEMIC POLICIES AND PROCEDURES

*HTIC's academic policies and procedures provide students with the support, encouragement, and guidance to achieve their educational potential and ensure the high quality of our educational programs.*

## Terms and the Academic Year

Classes at HTIC are offered on a term schedule. There are three full terms, each approximately ten weeks long, offered during the calendar year – Winter (January-March), Spring (April-June), Fall (September/October-December). The Summer Term (July-September) is composed of two sessions of intensive study. The regular academic year begins with the fall term and ends with the summer term. For more details, see the Academic Calendar at the end of this catalog.

### HTIC ACADEMIC YEAR 2024 - 2025

<b>TERM</b>	<b>FIRST DAY</b>	<b>LAST DAY</b>
Fall 2024	September 26, 2024	December 6, 2024
Winter 2025	January 9, 2025	March 21, 2025
Spring 2025 (Liberal Arts Program)	April 10, 2025	June 20, 2025
Spring 2025 (College Preparatory Program)	April 14, 2025	June 20, 2025
Summer 2025 (College Preparatory Program)	July 3, 2025	September 12, 2025
Summer 2025 Session I (Liberal Arts Program)	July 7, 2025	August 12, 2025
Summer 2025 Session II (Liberal Arts Program)	August 14, 2025	September 19, 2025

## Credits for Coursework

Semester credits are awarded for successful completion of Liberal Arts classes. These credits are applicable to A.A. degree requirements. Credit courses that are offered below the 100-level are considered foundation-building classes and do not apply towards graduation requirements (e.g., ENG 22).

Generally, most lecture or seminar type courses are 3-credit courses, with classes meeting for a minimum of 45-48 hours each term. Students are expected to spend additional time outside of class on reading assignments, projects, and papers.

Enrichment, lab, or studio classes generally meet for 30-45 hours per term for each credit awarded. Three of these one-credit courses may not be substituted for a required three-credit course (e.g., three 1-credit art classes cannot substitute for ART 101 or ART 175).

## Course/Alpha/Numbering System

Courses offered are given an alpha designation and a course number.

The alpha designation is an abbreviation of the subject field of the course, e.g., ENG for English, HIST for History.

Number designations range from 1-99 and from 100-299. Courses numbered 100 and above are degree-level courses. This means that these courses apply to the A.A. degree requirements and may be accepted for transfer by American colleges and universities offering bachelor's degree programs.

Courses numbered below 100 are not applicable to Liberal Arts Program requirements and are generally not transferable to other colleges and universities.

## **Registration**

New Liberal Arts and College Preparatory students register for classes at the beginning of each term. Continuing students register in the middle of the term for the following term. Registration dates are shown in the Academic Calendar at the end of this catalog.

An academic advisor is available to assist students in selecting courses. A late registration period is scheduled to accommodate late registrants; a late registration fee of \$50.00 is charged.

A schedule of classes for each term is available to students at the start of advising week. Outlines of courses offered are also available to provide students with information to make course selections.

Schedules, course outlines, and other information about registration are available from Student Services.

## **Recommended Course Load**

While the recommended course load for full-time Liberal Arts Program students is 12-13 credits, the minimum number of credits required per term is 9 credits. Course loads are determined by the cumulative GPA (CGPA) earned the preceding term (e.g. CGPA 1.99 or below: 9-10 credits, CGPA 2.00 to 2.69: 9-12 credits, CGPA 2.70 or higher: 9-14 credits). Liberal Arts students with a grade point average of 3.0 or higher may request approval of the Dean of Liberal Arts to take 15 credits or more per term.

## **Auditing Course**

Students wishing to enroll in a course without earning credits or a grade may register for the course as an auditor on a space-available basis. Auditing students must apply for admission for each term of study at HTIC. If an auditing student wishes to apply for admission as a matriculating or non-matriculating student, audited coursework will not be transferable for credit.

Auditors pay 50% of the tuition plus all fees paid by students enrolled for credit. Audited courses are designated AUD on student transcripts. Once the course has begun, audit designations may not be converted to letter grades.

## **Concurrent Registration**

Students may enroll at other accredited colleges while attending HTIC full-time. Credits earned at the other institutions may be transferred to meet A.A. degree requirements at HTIC. For more information contact the Office of Student Services.

In addition, College Preparatory and Liberal Arts students are encouraged to integrate as a learning community by registering in select one-credit, cross-listed enrichment courses. Credits earned by College Preparatory students who receive a grade of "C" or better in cross-listed courses are transferred when they enter the Liberal Arts Program. College Preparatory students may enroll in only one cross-listed course each term. Enrollment is on a space-available basis, with preference given to Liberal Arts students.

Students in the Liberal Arts Program who wish to retake an enrichment course may do so as auditors.

Classes currently granted cross-listed status are:

- HPER 102 / HPER 12                      Aerobic Fitness: Beginning
- HPER 104 / HPER 14                      Pilates
- HPER 150 / HPER 50                      Introduction to Dance
- HPER 160\* / HPER 60                      Judo
- HPER 161 / HPER 61                      Judo II
- HPER 162 / HPER 62                      Judo III
- HPER 163 / HPER 63                      Judo IV
- HPER 170 / HPER 70                      Beginning Yoga
- ICS 100 / ICS 22                          Introduction to Computers
- MUS 121 / MUS 21                          Musical Performance

\*Liberal Arts students may take Judo as auditors or for credit and a grade. Students may earn up to a combined College Preparatory/Liberal Arts total of four credits in Judo.

## Non-Matriculating Students

Non-matriculating students may apply to study at HTIC. Such students must meet the same admissions requirements as matriculating students and will be accepted on a space-available basis. Non-matriculating students must apply for admission for each term of study at HTIC. A non-matriculating student is defined as a student taking courses for credit but not pursuing an Associate in Arts degree. Such students may take a maximum of 9 credit hours, after which they must apply for status as a matriculating student to continue studies at HTIC. Tuition and fees for non-matriculating students are the same as those for matriculating students.

## First Day Attendance Policy

HTIC requires all College Preparatory and Liberal Arts students to be in attendance on the first day of classes each term. Absence on the first day of classes will result in a student being disenrolled from each class the student does not attend. Re-registration can be processed with a \$50 late registration fee. If there is a waiting list for the course in which the absent student is disenrolled, the open seat will be offered to a student on the waiting list. HTIC does NOT guarantee the availability of a course once the student has been dropped due to absence on the first day. This may result in the student's inability to meet graduation requirements in a timely fashion.

## Add/Drop/Withdraw Policy

Students may add a class during the first week of the term; students may drop a class with no grade appearing on their grade report during the first two weeks of the term; and students can withdraw from a class and receive a "W" on their transcript from the second to the sixth week of the term. The timing of adding, dropping, or withdrawing from classes is different for the Summer Sessions; refer to the Academic Calendar for deadlines. Students who are away from HTIC without authorization must apply for readmission.

## Grades/Grade Points

Letter grades are given to signify the level of achievement attained in meeting the objectives of the course. Specific criteria used for each course are detailed in the course outlines and syllabi.

The following letter grades/grade points are used:

A	<i>Excellent achievement</i> (4 grade points or 93-100%)
A-	(3.7 grade points or 90-92%)
B+	(3.3 grade points or 87-89%)
B	<i>Above-average achievement</i> (3 grade points or 83-86%)

B-	(2.7 grade points or 80-82%)
C+	(2.3 grade points or 77-79%)
C	<i>Average achievement</i> (2 grade points or 73-76%)
C-	(1.7 grade points 70-72%)
D+	(1.3 grade points 67-69%)
D	<i>Minimal passing achievement</i> (1 grade point or 63-66%)
D-	(.7 grade points or 60-62%)
F	<i>Less-than-minimal passing achievement</i> (0 grade point or 59% and under)

**CR/NC** (*Credit/No Credit*): A student who is not on academic probation may choose to take courses on a credit/no-credit basis, provided that the course is not one of the required general education courses. The grading option must be requested within one week of the start of the term. A student choosing this option will be awarded a grade of “CR” or “NC.” Credit is awarded for a “CR” grade if a student has earned the equivalent of a “C” or better grade. “CR” and “NC” grades are not included in the calculation of GPA. No more than 18 credits in courses for which a grade of “CR” has been given can be applied toward an A.A. degree.

**I** (*Incomplete Grade*): Assigned as a temporary grade for a course in which a student has failed to complete a small, but important part of the work for reasons deemed legitimate by the instructor; usually illness or an emergency. A student receiving an “I” should consult with the instructor to determine what work must be done to remove the “I.” The work required must be completed by the end of Week 5 in the following academic term. (The exception to this deadline date is ENG 100, which must be cleared prior to the last day to add a class in the subsequent term.)

**W** (*Withdraw*): Given when students officially withdraw from a course within a prescribed period of time.

**R** (*Repeat*): Given to students in the College Preparatory Program who must repeat a level of study due to inability to achieve the appropriate learning outcomes.

Any questions about grades should be directed to the instructor. Questions about credits earned and/or the grade report should be directed to the Office of Student Services. Current students who wish to challenge a grade from a course should seek assistance from Student Services.

## Grade Point Average (GPA)

The GPA is calculated as follows:

- Translate the letter grade for each course to grade points (see above section on Grades/Grade Points).
- Multiply the grade points by the number of credits for the course to determine the points earned for a course.
- Add the number of points earned for all courses.
- Add the number of credits attempted for all courses.
- Divide the total number of points earned by the total number of credits attempted.
- This results in the term GPA.

The cumulative GPA of students who enter the Liberal Arts Program from the College Preparatory Program will be based entirely on their work in the Liberal Arts Program, although all courses and grades from both programs are recorded on student transcripts.

## Repeating Courses

Liberal Arts courses in which a student receives lower than a “C-” grade may be retaken only once, and both grades will be recorded on the student’s permanent record. This policy does not apply to ENG 22, ENG 100, ENG 200 and Freshman Experience courses, which can be retaken more than once. If a course has been repeated, the highest grade is used in computing the GPA. Credit will only be granted once for any successfully completed course.

## Academic Probation, Suspension, and Expulsion

- **Academic Probation:** Students who earn below a term and/or cumulative GPA of 2.0 will be placed on academic probation for the following term. They will be monitored by their academic advisor and are encouraged to regularly take advantage of tutoring services provided by the Library and Learning Center. Liberal Arts students are limited to 9-10 credits of coursework, while College Preparatory students have their own standards. In order to be removed from probationary status, students must earn a cumulative GPA of 2.0 or higher in the term they were placed on probation. Students who earn a term GPA of 2.0 or higher but whose cumulative GPA is below 2.0, will be placed on extended probation.
- **Suspension:** Students who fail to earn a cumulative GPA of 2.0 in any term, in which they are on probation, will be placed on suspension for the following term. The steps, criteria, and date of return are outlined in a formal suspension document. In the first full term back to HTIC, students will be placed on probation and must earn a cumulative GPA of 2.0 or higher in that term. If the condition is met, they will be removed from probationary status in the next term.
- **Expulsion:** Students who fail to successfully improve their GPA in multiple probationary status and/or suspension could face expulsion from HTIC.

All actions taken may be appealed to the HTIC Academic Conduct and Grievance Board. Information on appeal procedures is outlined in [Supplementary Section A: Code of Student Conduct](#) of this Catalog.



## COURSE DESCRIPTIONS

*These courses challenge students to seek new insights, discover fresh perspectives, and explore new knowledge while developing thinking and communication skills that will prepare them for the future.*

### Liberal Arts Courses

Courses followed by letters in brackets may fulfill Student Learning Outcome (SLO) degree requirements with a grade of "C" or better. The legend for those symbols is:

[CLI] Cooperative Learning Intensive [CT] Creativity  
[CCU] Cross-Cultural Understanding [OI] Oral Intensive  
[WI] Writing Intensive

### Language Arts and Literature

All course descriptions listed below meet A.A. degree Language Arts and Literature requirements, unless otherwise noted.

#### **CHN 101 / Elementary Mandarin I / 3 credits**

An introductory course to Mandarin Chinese. Emphasis will be placed on listening, speaking, reading, writing, and grammatical structure of the Chinese language. The class will be taught in the context of better understanding of Chinese culture. Not offered every year.

#### **ENG 22 / Introduction to Expository Writing / 3 credits**

Extensive practice in writing clear college-level prose including identifying ideas for an essay, deriving a thesis, developing effective paragraphs, revising, and editing. Word processing skills may be required.

Prerequisite: placement in ENG 22 by test. Must be completed with a grade of "C" or better. This course is a "basic skills" level course and does not meet A.A. degree requirements.

#### **ENG 100 / Expository Writing / 3 credits [WI]**

Practice in writing clear and effective college-level prose. Emphasis on skills in critical thinking, organizational effectiveness, revision, and editing. Includes writing a research paper. Word processing skills required.

Prerequisite: ENG 22 or placement by test. Must be completed with a grade of "C" or better.

#### **ENG 200 / Research Writing / 3 credits [WI]**

Development of skills needed for research and term papers. Provides instruction on library resources, methods of evaluating evidence, and clear, logical prose. Word processing skills may be required.

Prerequisite: ENG 100. Must be completed with a grade of "C" or better.

#### **ENG 209 / Business Writing / 3 credits [CLI] [WI]**

Practice in writing clear, informative, and persuasive prose for business purposes. Word processing skills may be required. Prerequisite: ENG 100.

#### **ENG 250 / American Literature / 3 credits [WI]**

Study of major American authors from the colonial period to the present. Prerequisite: ENG 100.

#### **ENG 254 / World Literature (after 1600) / 3 credits [WI]**

Selected literary classics from the different cultures of the world from 1600. Prerequisite: ENG 100.

#### **ENG 259 / Literature of Peace / 3 credits [CCU] [WI]**

Study of short stories, poetry, novels, and other forms of literature that focus on the importance of peace as an alternative to war. Prerequisite: ENG 100. Writing Intensive: a minimum of 3,000 words of writing is required.

**JPN 101 / Elementary Japanese I / 3 credits**

An introductory course to Japanese. Emphasis will be placed on listening, speaking, reading, writing, and the grammatical structure of the Japanese language. The class will be taught in the context of better understanding of Japanese culture. Not offered every term.

**JPN 102 / Elementary Japanese II / 3 credits**

Continuation of JPN 101. The course further develops the student's ability in communication using various skills including listening, speaking, reading, and writing. The class will be taught in the context of better understanding of Japanese culture. Prerequisite: JPN 101 or consent of instructor. Not offered every term.

**JPN 103 / Elementary Japanese III / 3 credits**

Continuation of JPN 102. The course further develops the student's ability in communication using various skills including listening, speaking, reading, and writing. Prerequisite: JPN 102 or consent of instructor. Not offered every term.

**JPN 201 / Intermediate Japanese I / 3 credits**

Additional training in oral-aural skills designed to build listening comprehension and fluency. Development of proficiency in reading and writing Japanese. Prerequisite: JPN 103 or consent of instructor. Not offered every term.

**JPN 202 / Intermediate Japanese II / 3 credits**

Continuation of JPN 201. Prerequisite: JPN 201 or consent of instructor. Not offered every term.

**JPN 203 / Intermediate Japanese III / 3 credits**

Continuation of JPN 202. Prerequisite: JPN 202 or consent of instructor. Not offered every term.

**KOR 101 / Elementary Korean I / 3 credits**

An introductory course to Korean. Emphasis will be placed on listening, speaking, reading, writing, and the grammatical structure of the Korean language. The class will be taught in the context of better understanding of Korean culture. Offered once a year.

**SP 151 / Personal and Public Speech / 3 credits [OI]**

Study of major elements of speech; intended to help students develop oral communication skills to function effectively in modern society. Participation in one-on-one situations, group activities, and public speaking to develop competency in personal and group communication.

**Arts and Humanities**

All courses listed below meet A.A. degree Arts and Humanities requirements, unless otherwise noted.

**AMST 150 / America and the World / 3 credits [CCU] [OI] [WI]**

The course examines America's role in world history and the influence of world affairs on U.S. culture and society. Focuses on U.S. interdependence with African, European, Native American, Asian, and Polynesian civilizations, from 1492 to present.

**ART 101 / Introduction to the Visual Arts / 3 credits [CT]**

Study of the nature of various visual arts and their expression in different forms. Develop appreciation for the influence of art on quality of life. Field trips may be required.

**ART 175 / Survey of Global Art I / 3 credits [CCU] [CT]**

Survey of global art from prehistory to the 15th Century. The course examines the art work in architecture, painting, prints, sculpture, applied art, body art, and textiles produced in Asia, Africa, Native America, Europe, and the Pacific Islands. The course examines the art work from religious, philosophical, and historical context.

**ART 176 / Survey of Global Art II / 3 credits [CCU] [CT]**

Survey of global art from the 15th century to the present. The course examines the art work in architecture,

painting, prints, sculpture, applied art, body art, and textiles produced in Asia, Africa, Native America, Europe, and the Pacific Islands. The course examines the art work from religious, philosophical, and historical context

**HIST 151 / World Civilizations I (to 1500) / 3 credits [CCU] [OI] [WI]**

Study of civilizations and their developments from prehistoric origins to 1500. Emphasis is placed on cultural, political, socio-economic, and religious changes.

**HIST 152 / World Civilizations II (from 1500) / 3 credits [CCU] [OI] [WI]**

Study of civilizations and their interconnectedness from 1500. Emphasis on cultural, political, socio- economic, and religious changes.

**HIST 210 / East Asian Civilizations / 3 credits [CCU] [OI] [WI]**

General study and survey of the three East Asian Civilizations (China, Japan, Korea) from 1600 to the present. Emphasizes political, economic, social, religious, and cultural institutions.

**HIST 281 / Introduction to American History I (to Civil War) / 3 credits [CCU] [OI] [WI]**

Review of political, social, and cultural history of the United States from the pre-colonial era and Revolutionary War, through the development of a national government, frontier settlement, and issues of slavery and sectionalism that culminated in the Civil War. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**HIST 282 / Introduction to American History II (from Civil War) / 3 credits [CCU] [OI] [WI]** Introduction to the emergence of modern American society from the period of the Reconstruction following the Civil War through the industrial revolution, immigration, the social changes of the early 20<sup>th</sup> century, the Great Depression, World War II, and the postwar developments that have influenced the United States in the modern era.

**MUS 107 / Music in World Cultures / 3 credits [CCU] [CT]**

Folk, popular, and art music from major regions of the world, with emphasis on Asia and the Pacific, representing styles and regional characteristics. Music appreciation course. May require attendance at concerts or other musical performances.

**MUS 121 / Musical Performance / 1 credit [CCU] [CT]**

Basic principles of musical performance.

**PHIL 190 / Critical Thinking / 3 credits [OI] [WI]**

Examines and analyzes critical and effective thinking processes with applications in individual and group projects to solve ethical, societal, cultural, environmental, and other practical problems. This course will target essential critical thinking skills such as reasoning, judgment, persuasion, argumentation, and analysis through frequent specific, written exercises, essays and oral presentations, giving the student ample opportunity to practice each skill and be evaluated by both the instructor and peers.

**REL 150 / Introduction to the World's Major Religions / 3 credits [CCU] [OI] [WI]**

Study of the origins of Buddhism, Christianity, Confucianism, Daoism, Hinduism, Islam, Judaism, Shintoism, and the indigenous traditions of Hawaii and Oceania.

**Mathematics and Science**

All courses listed below meet A.A. degree Mathematics and Science requirements unless otherwise noted.

**MATH 100 / Survey of Mathematics / 3 credits**

Survey of mathematics that highlights the power of mathematics as a deductive discipline. The use of deductive arguments, both in formal and natural languages, will be emphasized. Topics taught include elementary symbolic logic, the algebra of sets, numeration systems, number theory, application of functions, modular arithmetic, and elementary combinatorics and probability.

**MATH 103 / College Algebra / 3 credits**

This course follows the elementary algebra sequence and will prepare students for pre-calculus, statistics, or other courses requiring algebraic, geometric or symbolic thinking and deduction. Students will apply algebraic and geometric techniques to solve problems, including simplifying, factoring, and/or solving radical expressions; linear, quadratic, absolute value, and literal equations; and working with inequalities, complex numbers, quadratic systems, logarithms, and introductory functions and graphs. Prerequisite: Placement exam or instructor permission.

**MATH 115 / Introduction to Statistics / 3 credits**

Study of descriptive and inferential statistics. Topics will include exploratory data analysis, methods of visualizing data using Excel, descriptive statistics, central limit theorem, normal and binomial distributions, estimations, probability, hypothesis testing, correlation and regression, and chi-square statistics. Prerequisite: Placement exam or instructor permission.

**MATH 140 / Precalculus / 3 credits**

Functions, with special attention to polynomial, rational, exponential, logarithmic, and trigonometric functions, complex numbers, plane trigonometry, polar coordinates, and conic sections. Prerequisite: MATH 103 or instructor permission.

**MATH 241 / Calculus I / 4 credits**

A course in single variable calculus which emphasizes limit, continuity, derivative, and integral. Primary focus is on the derivative with an introduction to the integral and elementary applications of the integral. Differentiation topics include: chain rule, implicit differentiation, curve sketching and maxima and minima problems. Integration topics include: fundamental theorem of calculus, method of substitution, area between curves, and volumes of revolution. Prerequisite: MATH 140 or instructor permission.

**SCI 121 / Biology and Society / 3 credits [CLI]**

Introduction to the basic concepts of biology (e.g., genetics, evolution, ecology) and of the natural environment. Develops an understanding of scientific framework and the impact of science on society.

**SCI 122 / Introduction to Science: Physical / 3 credits [CLI]**

Introduction to the characteristics of science, the fundamental concepts of physics, and their historical development. Topics covered include motion, energy, electromagnetism, waves, atomic physics, and nuclear physics.

**SCI 122L / Introduction to Science: Physical Lab / 1 credit**

Science Lab: Introduction to experimental methods (physics). Topics include Hooke's law, falling bodies, collisions, Boyle's law, electric and magnetic fields, induction, waves, optics. Pre: SCI 122 (or concurrent).

**SCI 210 / Environmental Issues / 3 credits [CLI]**

Study of global environmental issues from physical, biological, and socio-cultural perspectives. Topics will include biological processes; ecological principles; chemical cycling; ecosystem vulnerability; human population; environmental policies; and relationships between social, economic, and environmental problems.

**Social Sciences**

All courses listed below meet A.A. degree Social Science requirements unless otherwise noted.

**ANTH 201 / Japanese Culture / 3 credits [CCU]**

Study of Japanese culture using the basic tools for analyzing cultural behavior. Compares Japanese and U.S. cultures through examining rites and rituals, religions, family and social life.

**COM 140 / Introduction to Intercultural Communication / 3 credits [CCU] [CLI] [OI]**

Introduction to learning effective communication in a variety of intercultural contexts. Emphasis on theory,

research, and managing intercultural communication. Problems such as culture shock and opportunities to overcome cultural barriers are presented and examined.

**COM 201 / Introduction to Communication / 3 credits [CCU] [CLI] [OI]**

An overview of communication emphasizing the interpersonal, intercultural, organizational, and international communication, management, multimedia, mass media, and telecommunications perspectives.

**ECON 130 / Principles of Microeconomics / 3 credits**

A general introduction to microeconomics. The course introduces the study of individual consumers, groups of consumers, and firms. This course examines demand theory, the theory of the firm, demand for labor, market theory, interaction between markets, and welfare economics.

**ECON 131 / Principles of Macroeconomics / 3 credits**

A general introduction to macroeconomics. The course introduces the study of the overall economy. This course examines the determination of national income, causes and effects of inflation, unemployment, and income inequality, causes and consequences of international differences in economic growth, sources of business cycle expansions and contractions; role of government policy in stabilizing the economy and promoting long-term growth, financial markets and monetary policy, taxes, spending, consequences of budget deficits, determination of trade imbalances, exchange rate fluctuations, and balance of payment crises.

**POLSCI 130 / American Government and Politics / 3 credits [CCU] [CLI]**

Introduction to the organization and functioning of American political systems at the local, state, and national levels. Topics discussed include how the present American political system was formed and what political issues exist today.

**POLSCI 150 / Introduction to Global Politics / 3 credits [CCU] [CLI] [WI]**

Introduction to global politics from political, historical, and multicultural perspectives.

**POLSCI 220 / International Relations / 3 credits [CCU] [CLI] [OI] [WI]**

Study of concepts and theories in international relations and of contemporary world politics. Topics include the analysis of the causes of war and international conflicts, peacekeeping strategies, and various global issues.

**PSY 100 / Survey of Psychology / 3 credits [CLI] [OI]**

Introduction to basic principles of human behavior. Topics include biological foundations of behavior, motivation, emotion, learning, memory and thought processes, personality, development, social behavior, stress, abnormal behavior, and methods of therapy.

**Interdisciplinary and Other Studies**

**ACC 201: Principles of Financial Accounting / 3 credits**

Introduction to financial accounting and methods used to record and report financial information to decision makers external to the firm.

**ACC 202: Principles of Managerial Accounting / 3 credits**

Introduction to managerial accounting and methods used to record and report financial information to decision makers internal to the firm.

**HPER 102/HPER 12 / Aerobic Fitness: Beginning / 1 credit**

Aerobic fitness improvement. Learning and practicing safe total body workout routines to music.

**HPER 104 HPER 14 Pilates / 1 credit**

Introduction to Pilates technique.

**HPER 150/HPER 50 / Introduction to Dance / 1 credit**

Survey of the development of major dance styles and their relationship to contemporary choreography.

**HPER 160/HPER 60 / Judo / 1 credit**

Introduction to the fundamentals of judo. Four levels of study from beginning to advanced.

**HPER 161/HPER 61 / Judo II / 1 credit**

Introduction to the fundamentals of judo. Level II

**HPER 162/HPER 62 / Judo III / 1 credit**

Introduction to the fundamentals of judo. Level III

**HPER 163/HPER 63 / Judo IV/ 1 credit**

Introduction to the fundamentals of judo. Level IV.

**HPER 170/HPER 70 / Beginning Yoga / 1 credit**

Introduction to yoga through practice of yoga postures and breathing techniques.

**ICS 100/ICS 22 / Introduction to Computers / 1 credit**

Introduction to computer and technological literacy skills with a focus on social and ethical issues, communication, research, and use of technology to access, evaluate, and present information. Required for the A.A. degree. Students may test out of course.

**ICS 101 / Digital Tools for the Information Age / 3 credits**

An introductory survey of computers and their role in the information world emphasizing computing terminology, hardware, and software. Opportunities for hands-on experience using applications software may include spreadsheets, word processing, presentations, communications, and databases.

**IS 100 / Freshman Seminar: An Introduction to Higher Education / 1 credit**

Introduction to American higher education and the concept of a "learning community." An integral part of the Freshman Experience, the course assists students' transition into the Liberal Arts Program. Required for the A.A. degree; must be taken within the first year in the Liberal Arts Program (Credit/no credit).

**IS 192 / Service Learning / 1-4 credits [CCU]**

Practicum course that provides students with an opportunity to do volunteer work at a community service agency or business to secure practical understanding of social issues.

**IS 200 / Sophomore Seminar: The Capstone Course / 1 credit**

A special research seminar to be taken before or during the student's last term. Not offered in Summer term. Prerequisite: ENG 200. Required for the A.A. degree.

**IS 295 / Business Internship / 3 credits [CCU]**

Internship with local businesses that applies textbook examples to real-life work experiences in an office environment and establishes rapport with the community. Unpaid internship provides value-added practical academic and work experience. Five hours minimum work commitment and one-hour class time per week required. Practice with customer/client services and teamwork in a business setting. Word processing, general computer and business writing skills required. Students must provide their own transportation to the internship site.

**SUST 100 / Introduction to Sustainable Development / 3 credits [CCU] [OI] [WI]**

The course explores interaction of environment, economics, and public policy in context of peace and sustainable development. Course topics include: No Poverty, Zero Hunger, Good Health and Well-being, Quality Education, Gender Equality, Clean Water and Sanitation, Affordable and Clean Energy, Decent Work and Economic Growth, Industry, Innovation and Infrastructure, Reduced Inequalities, Sustainable Cities and Communities, Responsible Consumption and Production, Climate Action, Life Below Water,

Life on Land, Peace, Justice and Strong Institutions, and Partnerships for the Goals. Required for the A.A. degree.

## **College Preparatory Program Courses**

### **Level 1 Courses**

#### **CPP 1LS / Integrated English Studies: Beginner Listening & Speaking / 4 hours**

Instruction in beginner academic listening and speaking skills.

#### **CPP 1RD / Integrated English Studies: Beginner Reading Skills & Discussion / 5 hours**

Instruction in beginner academic reading skills, vocabulary, and discussion.

#### **CPP 1WG / Integrated English Studies: Beginner Writing & Grammar / 5 hours**

Instruction in beginner academic writing and grammar for writing.

#### **ES 22 / The Foundations of Earth Science / 4 hours**

Introductory course covering the study of Earth Sciences.

#### **TOE 1 / TOEFL Preparation I / 4 hours**

This course prepares beginner students to take the TOEFL ITP. The TOEFL ITP measures a student's ability to use and understand English at the university level. This course includes instruction of English grammatical structure, reading, vocabulary, and listening comprehension.

### **Level 2 Courses**

#### **CPP 2LS / Integrated English Studies: Lower-Intermediate Listening & Speaking / 4 hours**

Instruction in lower-intermediate academic listening and speaking skills.

#### **CPP 2RD / Integrated English Studies: Lower-Intermediate Reading Skills & Discussion / 5 hours**

Instruction in lower-intermediate academic reading skills, vocabulary, and discussion.

#### **CPP 2WG / Integrated English Studies: Lower-Intermediate Writing & Grammar / 5 hours**

Instruction in lower-intermediate academic writing and grammar for writing.

#### **AMST 22 / The Foundations of American Studies / 4 hours**

An introduction to culture, history, and issues related to the United States.

#### **TOE 2 / TOEFL Preparation II / 4 hours**

This course prepares lower and upper-intermediate students to take the TOEFL ITP. The TOEFL ITP measures a student's ability to use and understand English at the university level. This course includes instruction of English grammatical structure, reading, vocabulary, and listening comprehension.

### **Level 3 Courses**

#### **CPP 3RD / Integrated English Studies: Upper-Intermediate Reading Skills & Discussion / 5 hours**

Instruction in upper-intermediate academic reading skills, vocabulary, and discussion.

#### **CPP 3WG / Integrated English Studies: Upper-Intermediate Writing & Grammar / 5 hours**

Instruction in upper-intermediate academic writing and grammar for writing.

#### **CPP 3LS / Integrated English Studies: Upper-Intermediate Listening & Speaking / 4 hours**

Instruction in upper-intermediate academic listening and speaking skills.

#### **SOC 22 / The Foundations of Sociology / 4 hours**

An introduction to sociology studies with an emphasis on intercultural communication.

**TOE 2 / TOEFL Preparation II / 4 hours**

This course prepares lower and upper-intermediate students to take the TOEFL ITP. The TOEFL ITP measures a student's ability to use and understand English at the university level. This course includes instruction of English grammatical structure, reading, vocabulary, and listening comprehension.

**Level 4 Courses****CPP 4RD / Integrated English Studies: Advanced Reading Skills & Discussion / 5 hours**

Instruction in advanced academic reading skills, vocabulary, and discussion.

**CPP 4WG / Integrated English Studies: Advanced Writing & Grammar / 5 hours**

Instruction in advanced academic writing and grammar for writing.

**CPP 4LS / Integrated English Studies: Advanced Listening & Speaking / 4 hours**

Instruction in advanced academic listening and speaking skills.

**PSY 22 / The Foundations of Psychology / 4 hours**

An introduction to the study of human behavior.

**TOE 3 / TOEFL Preparation III / 4 hours**

This course prepares advanced students to take the TOEFL ITP. The TOEFL ITP measures a student's ability to use and understand English at the university level. This course includes instruction of English grammatical structure, reading, vocabulary, and listening comprehension.



# STUDENT LIFE

## Security

Security personnel are on duty 24 hours a day, seven days a week. Security officers monitor entry to the campus and parking lot, review safety and fire procedures, and report violations of college rules and regulations. A 24-hour security desk is located on the first floor of the administration building. To reach a security officer, call (808) 983-4102.

## Housing

The dormitory has two floors; males are located on the first floor and females on the second. Double and quadruple rooms are available. All rooms are furnished with loft bed modules with built-in desks and dressers and each room has its own air conditioning unit and refrigerator. Communal bathrooms with sinks, toilets, and showers are located on both floors. Laundry facilities are located on the first floor. A dining area with sinks, microwaves, and shared refrigerators open 24 hours a day is located on the second floor. Purchase of a meal plan is mandatory for all students living in the dormitory. No students are allowed to move into the residence hall during the term. Inquiries regarding all housing options should be directed to the Office of Student Services.

### Important Housing Fees & Charges

- There is a \$50 replacement charge for a lost keycard and a \$10 charge for a broken keycard. In the case of a lost metal key, the actual cost for key replacement will be charged. See Front Desk Services in Building A for assistance.
- Residents who become locked out of their rooms will be charged a lockout fee of \$20.
- A late fee of \$100 will be assessed to any student applying for housing after the deadline in any given term.
- A processing fee of \$100 will be deducted before any refund is issued to students moving out of the residence hall during any given term.

## Cafeteria and Food Services

A cafeteria is located on the adjacent UHWO campus, a few minutes' walk from the HTIC campus, offering meal services on weekdays during each term. All students living in the dormitory are required to purchase a meal plan. Vending machines are available on the first floor of the classroom building and on the first floor of the dormitory.

## Parking

Liberal Arts Program students, faculty, and staff are provided access to unassigned parking free of charge. All vehicles must be registered with the College for security purposes with a refundable \$50 deposit for an HTIC parking tag. Students must hold a valid Hawaii driver's license, registration, and insurance.

## Bicycles and Mopeds

Bicycle and moped parking is available at the secured bike racks located in various areas on campus. Bicycles and mopeds may not be parked inside the building. You must register your bicycle or moped with the Student Support Officer, as well as with the City and County of Honolulu. The closest registration office is the Satellite City Hall 1000 Uluohia Street, Kapolei, 96707 (Mon-Fri 8 am to 4 pm). All bicycles and mopeds should be properly secured. The Student Support Officer can advise you on how to properly secure your bicycle and/or moped. HTIC is not liable for stolen bicycles and/or mopeds.

## Shuttle Service

The College operates a free shuttle service between the campus and the surrounding area, providing students with access to shopping, banking, restaurants, entertainment, and other local services.

## Textbook Purchases

All students are expected to have textbooks in hand on the first day of each term. Textbooks for the College Preparatory Program are ordered each term by the Director of College Preparatory based on student order requests. Most Liberal Arts and College Preparatory Programs textbooks are available for purchase online.

## Health Services

All students are required to show proof of health insurance in order to register for classes and all students must have health insurance for the duration of their enrollment at HTIC. Health insurance provides for partial payment of medical services required if a student suffers a serious illness or injury while attending college. A listing of local health care providers is available from the Office of Student Services and bilingual physicians are included on the list for the convenience of HTIC's international students.

Health care professionals from St. Luke's Clinic are on campus at scheduled days and time. The campus clinic days and hours are emailed to students at the beginning of each term and posted in various locations around campus. Students may call to schedule an appointment at 808-945-3719.

## Hoomau Counseling Center

The Hoomau Counseling Center provides a safe environment to help current HTIC students develop more effective ways to address academic and personal stressors that impact school, work, family, friends and other relationships. Bilingual counselors provide various services, including topic-specific groups and student support groups. Career and life planning could be addressed in the context of the counseling sessions and groups.

## Fiscal Services

The Fiscal Office collects tuition and fees, disburses refunds, and oversees the expenditure of all college funds, including student activity funds.

## Campus Events

The HTIC learning community hosts a variety of campus-wide events to which all students, faculty, and staff are invited. These functions are important aspects of HTIC that invoke the HTIC spirit. All students are urged to attend these events, which include:

- **Commencement**  
HTIC Commencement Ceremonies are important milestones, honoring those who have completed the Associate of Arts degree and reaffirming the educational mission of HTIC. All students, parents, friends, and family are invited to the ceremonies that take place at the end of the spring and fall terms. Students eligible for graduation will receive information from Student Services on the applicable fees and procedures.
- **Convocation**  
The entire learning community gathers on the first Monday of each term to celebrate the beginning of the new term; welcome new students, faculty and staff; and honor the past accomplishments of continuing students. Convocation has become a tradition at HTIC and promotes our college's spirit in a fun and high-energy setting.

- **Presentation Day**  
Student Presentation Day is held at the end of each term, giving Liberal Arts students an opportunity to share their academic accomplishments with the rest of the HTIC learning community.
- **Town Hall Meetings**  
Each Fall, Winter, and Spring term, mandatory Town Hall meetings for all students, faculty, and staff are held as a forum for anyone in the learning community to share information, voice concerns, and raise questions in a public setting.

## Peer Mentors

Each new student is assigned a peer mentor for his/her first term at HTIC. A peer mentor is a volunteer student who has already attended HTIC for a minimum of one term. Peer mentors assist with the transition to college life as well as help orient new students to Kapolei, Hawai'i, and if applicable, to the United States. Peer mentors provide new students with an immediate friend and guide to ensure a successful transition to HTIC.

## Student Awards

HTIC recognizes the following outstanding achievements by graduating students:

- **Tokai Presidential Award** is given once every year to the graduating student who exemplifies achievement through academic excellence and service to the HTIC learning community.
- **Dr. Richard H. Kosaki Award** is given to the student(s) earning the highest cumulative grade point average with all credits earned at HTIC.
- **Betty Tokioka Service Award** is awarded to the graduating student(s) who contributed extraordinary service to the learning community, in both academic and nonacademic activities.
- **Bob Stach Excellence in Communication Award** is given in honor of a special teacher who gave much to the educational spirit of HTIC. It acknowledges students who demonstrate outstanding growth in the acquisition and use of a second language.
- **Chancellor's Volunteer Service Award** is given to those students who have performed 100 or more hours of volunteer service during the Liberal Arts Program.

## Student Clubs/Organizations

HTIC has various clubs that meet regularly to enjoy special interests. Membership in the clubs is open to all students. Students wishing to share a special interest may organize new clubs if they have at least three student participants and a faculty/staff advisor. Registration and budget request forms are available from the Student Support Officer. Students participating in all HTIC-sponsored club activities must maintain a GPA of 2.75 and above and cannot have received a grade of F in the previous term or be currently repeating a CP level.

## Student Government

HTIC Student Government is a student-based council consisting of five full-time students who are chosen by the student body in elections held in fall and spring terms. The Student Government has a variety of decision-making responsibilities that include selecting student representatives to HTIC Standing Committees, serving on grievance committees, and serving as liaison to HTIC for the planning of school activities. The Student Government also allocates a portion of the student activity fees that are collected each term. Any full-time regular status student in good standing may be nominated to hold office in the student government. Student Government members must maintain at least a GPA of 2.75. Participation in events is open to all HTIC students.

HTIC Student Government also sponsors social, recreational, and cultural events, including a sports day

in the fall and school-wide barbecues to celebrate the start of each term.

## **Dean's List**

Dean's List recognition is based on achieving a term GPA of 3.75 or higher and completing at least 12 credits of graded (A-F) courses during the term. (Credit/no-credit courses cannot be counted toward the minimum 12-credit requirement)

## **Phi Theta Kappa International Honor Society Chapter**

The Phi Theta Kappa (PTK) Honor Society is a recognized organization for two-year institutions in the United States, with a history of more than 100 years. The honor society recognizes students with high academic success in their current institution and promotes student leadership skills. Members of the organization receive honors recognition after graduation and are eligible for exclusive scholarships from the organization and certain institutions.

In Spring 2010, the Beta Sigma Omicron Chapter of the PTK Honor Society was established at HTIC.

Students, who have achieved a term grade point average of 3.7 or above for two terms and a current cumulative grade point average of 3.5 or above, are invited to join the Chapter by the Liberal Arts Academic Officer, who is the contact advisor. To become an "Official" member and receive the PTK Honor Society recognition, the student must pay the one-time membership fee.

The Chapter encourages members to lead meetings and organize community service events for the student body. All members are expected to participate in the Chapter's meetings and planned events, especially if the student wishes to receive a recommendation letter from one of the Chapter's advisors.

For more information about the PTK organization and/or the Chapter, students may reach out to the Liberal Arts Academic Officer.

# THE LIBRARY AND LEARNING CENTER

*The Library and Learning Center provides students with the skills and resources they need to succeed in their studies and develop their information literacy proficiency.*

The mission of the Library and Learning Center is to support the educational aims of the College. Priority is given to the curricular needs of HTIC students and faculty and to the academic research needs of faculty, administrators, and staff.

The Library and Learning Center includes the library collection, individual study carrels, a collaborative study space, and an adjacent instructional classroom.

Containing over 7,000 books, videos, maps, newspapers, and periodicals, the collection can be searched through the Populi online catalog. In addition to connecting to the online catalog, the [HTICLibrary page](#) provides access to:

- Subscription-based research databases, including Encyclopedia Britannica, Credo Reference, Opposing Viewpoints in Context, and EBSCOhost.
- Non-subscription-based online reference tools, tutorials, faculty resources, and much more.

The Library and Learning Center's 22 multimedia all-in-one computers meet the educational and research needs of students, faculty, and staff. The high-speed wireless network provides access to online resources on personal computers and mobile devices.

The Librarian provides students with personalized reference services and offers assistance in the use of available library materials to assist students in their educational pursuits. Structured instruction sessions on the use of various library resources and research skills may also be scheduled.

## Tutoring Program

The Tutoring Program offers academic support to students who need assistance with writing papers, doing homework, working on projects, preparing for exams, or developing better study skills. Tutors also serve as conversation partners and help international students improve their speaking and listening skills. Hours of operation vary and include afternoon and evening hours for the convenience of students.

## Malama Program

The Malama Program provides students with the support they need to be successful. Students can be referred to the program by instructors or they can elect to participate of their own accord. Participating students first meet with the Learning Center staff to determine a plan of action which may include regular appointments with dedicated tutors, faculty and/or staff.

## Responsible Use of College Computers and College Network Access

The use of HTIC computers and its computer network is a privilege, not a right, and inappropriate use will result in disciplinary action and/or the cancellation of privileges by college officials. By accessing the computers and network, users agree to abide by the College's policy that requires the appropriate, honest, and constructive use of the computers and network.

## University of Hawaii – West Oahu Partnership

To support the learning environment and foster cooperation between HTIC and UHWO, the Library and Learning Center has partnered with the UHWO library to allow reciprocal use of library resources. UH

researcher cards are available to HTIC Liberal Arts students, allowing them to borrow UHWO materials. Full-time Faculty and staff are extended the same privileges. All users are expected to abide by all policies of the respective library if a researcher card is purchased. Additionally, HTIC students have access to group study rooms located in the UHWO library. They can also access UHWO subscription databases through the public access computers located within the UHWO library with or without a researcher card.

# CAMPUS DIRECTORY

## **Security Desk (808) 983-4102**

- Campus safety & emergencies

## **Fiscal Office (808) 983-4177**

- Tuition & fee payments
- All financial transactions

## **Front Desk Services (808) 983-4153**

- Facilities issues
- Lost or damaged room keys
- Auto registration & parking
- ID Cards

## **Dorm Manager (808) 388-0764**

- Mail service and packages
- Shuttle Service

## **IT Services (808) 983- 4065**

- Computer assistance
- Internet/Wireless service

## **Library (808) 983-4146**

- Tutoring Service (808) 983-4124

## **Hoomau Counseling Center [clc@tokai.edu](mailto:clc@tokai.edu)**

- Counseling: Personal

## **Health Room (St. Luke's Clinic), appointment only (808) 945-3719**

## **Dean of the Liberal Arts Program (808) 983- 4155**

## **Director of College Preparatory Program (808) 983-4134**

## **Office of Student Services**

- Liberal Arts Program - (808) 983-4123
- College Preparatory Program - (808) 983-4122
- Student Life - (808) 983-4118
- Admissions/orientation
- Advising: Academic, career, personal
- Bicycle/moped registration
- Graduation information
- Health/medical insurance
- Immunization
- Immigration matters: F-1 visa, I-20
- Lost & found
- Registration/program changes
- Student activities & clubs
- Student conduct
- Student government
- Student life
- Transcripts & grades
- Transfer counseling to US and international colleges and universities

# STUDENT RIGHTS AND RESPONSIBILITIES

*HTIC strives to provide students with an intellectually stimulating environment with highly qualified and dedicated faculty and staff. Learning, however, is the responsibility of the student. It requires active participation and initiative, as well as good study habits, motivation, and commitment.*

## Student Rights

HTIC supports, as indispensable, the principles of academic freedom that allow and encourage free inquiry and expression for students and faculty in their pursuit of learning. Students are encouraged to develop a capacity for critical judgment and to engage in a sustained and independent search for truth.

- **Academic Grievances:**

Students have protection, through institutional policies and procedures, against arbitrary or erroneous actions. Academic grievances between a student and faculty member should be resolved expediently by the parties involved; however, if the problem cannot be resolved at that level, the student may pursue other remedies outlined in the [Code of Student Conduct](#) in this catalog.

- **Nondiscrimination and Sexual Harassment:**

The College is committed to a zero-tolerance policy regarding discrimination on the basis of race, gender, age, religion, color, national origin, ancestry, disability, marital status, or sexual orientation. Accordingly, students have protection against discrimination regarding admission to and participation in all College programs. Sexual harassment is viewed as a form of gender discrimination and is prohibited.

- **Educational Records:**

Students have the right to review and inspect their educational records, the right to request that records be amended, and the right of protection from disclosure of personally identifiable information in educational records without their written permission.

## Student Responsibilities

HTIC students assume responsibility for their actions. Their basic responsibility is to take full advantage of the opportunity to learn and participate in activities of the college community. Students must respect the rights of others and provide assistance whenever possible. College property must be respected, and rules and regulations followed.

- **Attendance**

Attendance is considered integral to a student's success at HTIC. Grading policy regarding attendance for a class is determined by individual instructors and is clearly stated in their course syllabus.

- **Leave of Absence**

Students enrolled in the College Preparatory and Liberal Arts Programs at HTIC are expected (international students are required) to maintain continuous enrollment for at least three terms (not including the Summer Term) after which they are entitled to a vacation term. If a student needs to interrupt their academic studies due to off-site testing and interviews, health, personal, or emergency situations (family emergencies involve ONLY parents, siblings, spouse, or children), the student must request a leave of absence from the Vice Chancellor for Academic and Student Affairs and advisor. The student should consult with the student's academic advisor for assistance in completing a leave of absence request.

If the leave of absence interrupts a course of study, it is the student's responsibility to meet with



instructor(s) to come to an agreement on how course requirements will be met.

Instructors reserve the right to generate lower grades due to a student's absence from the classroom or failure to satisfactorily complete significant assignments, especially if those assignments are dependent on group or in-class work.

Approved leaves of absence permit students to resume their studies at HTIC under the same degree requirements that were in effect at the time they began their leave and, in the case of the College Preparatory Program, for students to resume studies at the latest level achieved. A leave of absence is limited to a maximum of one term. Absences in excess of one term require a student to reapply for admission under the policies and procedures in effect at the time of re-enrollment.

- **Grades**

If course requirements are not completed by the end of term, Liberal Arts instructors may issue a grade of "I" (incomplete). This grade will remain on students' transcripts until the end of Week 5 in the following term; if course requirements are not completed by that time, a grade of "F" will be generated unless otherwise reported by the instructor. Liberal Arts students missing six weeks or more of any course will be advised to withdraw as missed coursework in excess of six weeks automatically generates a final grade of "F." The College Preparatory Program requires all coursework to be completed by the end of the term's final day of instruction.

- **Academic Ethics**

Commitment to academic ethics is expected of all HTIC students. Students are required to do their own work; cheating or plagiarism will not be tolerated. Disciplinary action will be taken against students found to be academically dishonest. The nature of actions that may be taken, as well as the process employed, is detailed in the Code of Student Conduct.

- **Impermissible Behavior**

HTIC students enjoy the basic rights of all members of society. They also have an obligation to fulfill responsibilities incumbent upon all citizens, as well as the responsibilities of their particular role within the academic community.

Students are expected to follow College rules and regulations and comply with local, state, and federal laws. These include regulations related to consumption of alcoholic beverages, possession of weapons, smoking, harassment, property damage, and the use, manufacture, or sale of illegal substances. Violations will be dealt with in accordance with the Code of Student Conduct and applicable local, state, and federal laws.

- **Cross-Cultural Respect**

Being a member of a multicultural learning community is a wonderful opportunity to experience new cultures, learn new languages, and make new international friends. Students are responsible to extend mutual respect and appreciation for cultural differences to all members of the community, to include others in discussions in and out of class through the use of a commonly-understood language, and make the effort to reach beyond the barriers of national differences. The reward is the rich new friendships and experiences a multicultural environment offers the entire learning community.

# Campus Regulations

## Smoking Policy

Smoking is only allowed at the designated smoking area in the back parking lot on the HTIC campus.

## Alcohol Policy

Alcoholic beverages are prohibited in the HTIC residence hall or any other student areas. Consumption (and purchase) of alcoholic beverages by *and for* anyone under the age of 21 is a violation of the laws of the State of Hawai'i and will not be tolerated.

## Firearms and Weapons Policy

The use or possession of any firearms, explosives, or other dangerous weapons is strictly prohibited.

## Illicit Drug Policy

The use, distribution, or possession of illegal drugs is strictly prohibited. Violations will be reported to local authorities for prosecution. Only medical drugs prescribed by a doctor to that specific user will be allowed.

## Gambling Policy

Gambling is illegal in the State of Hawai'i and is prohibited on campus.

## Dress Code

Appropriate attire is expected of the entire learning community and their guests at all times. Anyone unsure of what appropriate attire entails, please see the Student Support Officer or Human Resources.

## Pets at HTIC

Pets and animals of any kind are not allowed on campus, except as required by law.

See the complete [Code of Student Conduct](#) herein. On-campus residents should refer to housing regulations and policies for further details concerning residence life (See Supplement B for a complete copy of the [Housing Regulations and Policies](#)).

## Summary of Code of Student Conduct

Hawaii Tokai International College (HTIC) strives to be a place for students to learn and grow. The Code of Student Conduct is written to help keep that type of environment for the learning community. Members of the HTIC learning community have the rights of all laws of the State of Hawai'i and the United States, but must also accept the responsibilities that follow.

The College maintains additional rules and regulations to help safeguard college activities and operations. HTIC is firmly committed to maintaining an environment free of harassment and intimidation based upon race, color, national origin, citizenship, religion, sex, gender, age, disability, marital status, military/veteran status, sexual orientation, or any other characteristic protected by applicable federal, state, or local civil rights laws:

- Behavior that threatens another person, endangers any person, or is considered lewd, indecent, obscene or disorderly, is strictly prohibited.
- Students are prohibited from displaying any behavior, intentional or unintentional, that intimidates, harasses or hazes other students, faculty or staff. Harassment that is physical, mental, written, verbal, or sexual is strictly prohibited and includes any behavior, intentional or unintentional, that denigrates an individual or group because of race, religion, color, gender or sexual preference.
- Physical/psychological threats or assaults on another, and activity or behavior that infringes on the rights, privileges, or property of others are also strictly prohibited. Students may not harm or threaten others in the learning community and/or disrupt the procedures of HTIC.
- The occurrence of such events will result in HTIC taking necessary disciplinary actions.

These and other rules and regulations are enforced not only by HTIC staff and faculty, but also by means of a private security firm, Star Security. Star is employed to ensure that each member of the learning community lives up to his or her responsibilities. More importantly, Star is employed to protect us all. Students should respect the guards at all times and act in accordance with their instructions. These professional security personnel are particularly important in the evening hours and on weekends.

The Code of Student Conduct explains the following:

1. Student actions that are not permitted;
2. Procedures to protect students' rights (including the right to file a grievance and the right of appeal);
3. Time schedules for judgments and actions;
4. Student Conduct and Grievance Board;
5. College officials and procedures for handling violations;
6. Actions that HTIC may take against students when rules/regulations are violated; and
7. Step-by-step procedures HTIC will follow when violations occur.

The following actions are not allowed and will be treated as violations of the Code of Student Conduct:

1. Academic misconduct, which includes cheating and plagiarism;
2. Harming or violating the rights of others in the learning community (including visitors);
3. Acting in ways that interrupt the basic and daily operations of HTIC;
4. Possession and/or use of illegal substances or objects (e.g. weapons) on campus;
5. Possession or consumption of alcohol on campus;
6. Being under the influence of alcohol or drugs while in class;

7. Giving false information or not fulfilling debts or promises to HTIC; and
8. Damaging or misusing college property (including improper use of computer systems).

Violators of state or federal laws will be reported to the proper state or federal law enforcement agencies (e.g. local police or FBI).

For violations of college rules/regulations, HTIC may:

1. Warn;
2. Warn with special conditions;
3. Suspend;
4. Suspend with special conditions;
5. Expel; and/or
6. Require payment or services for damages.

Violation of housing regulations can result in suspension and/or eviction from the residence hall. The actions taken will depend on the nature of the offense and recommendation of the Student Support Officer, Vice Chancellor for Academic and Student Affairs, and/or the Student Conduct and Grievance Board.

### **Student Grievances**

If you feel as though you have been treated or reprimanded unfairly, you may file a grievance at the Office of Student Services. Complaints about college policies may also be expressed to the student government. For more information, please refer to [Supplement A, the Code of Student Conduct](#).

## BOARD OF TRUSTEES, FACULTY, AND STAFF

### Board of Trustees

<p><b>Kiyoshi Yamada</b>, Chairperson Trustee, Tokai University Educational System</p> <p><b>Joji Seta</b>, Vice Chairperson Senior Advisor, International Banking, Central Pacific Bank</p> <p><b>Bonny Amemiya</b> Director of Strategic Partnerships, AIO</p> <p><b>Lonny Carlile</b> Associate Professor of Asian Studies, University of Hawaii at Manoa; Former Director, Center for Japanese Studies</p>	<p><b>Jeffrey A.S. Moniz</b> Professor, University of Hawaii – West Oahu</p> <p><b>Haruhisa Uchida</b> Professor of Human Development, School of Humanities and Culture, Tokai University; Assistant Chancellor, Provost of Suruga-Bay Shizuoka Campus</p>
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### Office of the Chancellor

<p><b>Naoto Yoshikawa</b> Chancellor Ph.D., University of Hawaii at Manoa M.A., University of Chicago B.A., Chuo University (Japan)</p>	<p><b>Aulani Pang</b> Assistant to the Chancellor A.A., Hawaii Tokai International College</p>
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### Student Services

<p><b>Kumiko Yabe-Domingo</b> Vice Chancellor for Academic and Student Affairs M.A., University of Illinois at Chicago B.A., University of the Ryukyus (Japan)</p> <p><b>Max McCurdy</b> Student Support Officer M.A., Waseda University (Japan) B.A., Columbia University</p> <p><b>Hazel Parish</b> Liberal Arts Academic Officer M.S., Chaminade University B.A., University of Hawaii at Manoa</p>	<p><b>Mika Sasamoto</b> College Preparatory Academic Officer and International Student Advisor B.S., University of Hawaii at Manoa</p> <p><b>Brianne Tottori</b> Student Services Assistant B.A., University of Hawaii at Manoa A.A., Hawaii Tokai International College</p>
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**Admissions and Recruitment**

<p><b>Kara Nakagawa</b> Admissions and Enrollment Officer M.S., Chaminade University B.A., University of Hawaii at Manoa A.A., Hawaii Tokai International College</p>	
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**Library and Learning Center**

<p><b>Christopher Kopp</b> Head Librarian B.S., University of Hawaii at Hilo</p>	<p><b>Joshua Dela Rosa</b> Library Learning Center Coordinator B.A., University of Hawaii at Manoa</p>
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**Faculty**

<p><b>Sandra Wu-Bott</b> Dean of Liberal Arts Ph.D., M.Ed., University of Hawaii at Manoa B.A., Fu-Jen Catholic University (Taiwan)</p> <p><b>Jaysievel Pacpaco</b> Director, College Preparatory Program Associate Professor, English as a Second Language M.A., B.A., Hawaii Pacific University</p> <p><b>Vanessa Balagtas</b> Associate Professor M.S., Western Governors University M.A., Hawaii Pacific University B.A., Fordham University</p> <p><b>Jon Beadle</b> Associate Professor M.A., California State University, Northridge B.A., University of California, Santa Barbara</p>	<p><b>Danilo Marrone</b> Professor English as a Second Language ITTT TESOL Certification, International TEFL and TESOL Training M.A., Uppsala University (Sweden) B.A., St. John's College</p> <p><b>Kristina Smith</b> Associate Professor M.A., B.A., University of Hawaii at Manoa</p> <p><b>Shintaro Taniguchi</b> Associate Professor M.S.Acc., University of Illinois at Urbana-Champaign M.B.A., University of Wisconsin MBA Consortium M.S., M.Eng., B.S.E., University of Michigan – Ann Arbor</p>
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**International Programs**

<p><b>Mika Kuriyama</b> International Programs Coordinator M.A., University of Hawaii at Manoa B.A., Kwansai Gakuin University (Japan)</p>	<p><b>Cody Riedeman</b> International Programs Coordinator M.A., University of Hawaii at Manoa B.A., California State University Stanislaus</p>
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**Institutional Research**

<p><b>Masako Xu-Sugahara</b>  Institutional Research and Academic Officer  M.A., B.A., Dokkyo University (Japan)</p>	
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**Hoomau Counseling Center**

<p><b>Robert Holliday</b>  Director  M.S., Chaminade University  M.F.A., Columbia University  B.A., Ohio Wesleyan University</p> <p><b>Yuki Floyd</b>  Counselor  M.A., Hawaii Pacific University  B.A., Waseda University (Japan)</p>	<p><b>Yoko Kitami</b>  Counselor  M.Ed., University of Hawaii at Manoa  B.A., University of Oregon</p>
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**Administrative Services**

<p><b>Takahiro Fujimura</b>  Vice Chancellor for Administration  B.M.S., Tokai University</p> <p><b>Marife Apolonio</b>  Housekeeper</p> <p><b>Fernando Bautista</b>  Facility Maintenance Manager  B.S., Luzon Colleges (Philippines)</p> <p><b>Ken Janson</b>  Human Resources/School and Dormitory  Facilitator  B.B.A., University of Hawaii–West Oahu</p>	<p><b>Rosalynne Kakogawa-Wong</b>  Director of Human Resources  SHRM-CP Certificate  B.B.A., University of Hawaii at Manoa</p> <p><b>Andrew Lowe</b>  Information Technology Manager  B.A.S., University of Hawaii–West Oahu  A.S., Honolulu Community College</p> <p><b>Kaori Ogawa</b>  Accounting Office Facilitator  B.S., Tsuda University (Japan)</p> <p><b>Sherwood Petersen</b>  Dormitory Manager/Shuttle Supervisor</p>
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## **2024-25 ACADEMIC CALENDAR**

### **FALL TERM 2024**

July 29-Aug 2	Mon-Fri	Fall Term Advising for Continuing Students
August 5-9	Mon-Fri	Fall Term Registration for Continuing Students
Sep 23-25	Mon-Wed	Orientation Activities, Advising and Registration for New Students
September 26	Thursday	First Day of College Prep and Liberal Arts Classes
		Tuition Payment Deadline for All Students
September 30	Monday	Fall Convocation
October 3	Thursday	Last Day to Add Liberal Arts Classes
October 11	Friday	Last Day to Drop Liberal Arts Classes
October 14	Monday	Holiday: Discoverers' Day
October 23	Wednesday	Town Hall Meeting
Oct 28-Nov 1	Mon-Fri	Winter Term Advising for Continuing Students
November 4-8	Mon-Fri	Winter Term Registration for Continuing Students
November 8	Friday	Last Day to Withdraw Liberal Arts Classes
November 11	Monday	Holiday: Veterans' Day
November 27	Wednesday	Student Presentation Day
November 28	Thursday	Holiday: Thanksgiving Day
November 29	Friday	Instructional Holiday
December 4	Wednesday	IS 200 Capstone Presentations
December 5-6	Thurs-Fri	Final Examinations for Liberal Arts Classes
December 6	Friday	Last Day of Fall Term
December 7	Saturday	Commencement Ceremony
Dec 16-31	Mon-Tue	HTIC Admin Leave

### **WINTER TERM 2025**

Oct 28-Nov 1	Mon-Fri	Winter Term Advising for Continuing Students
November 4-8	Mon-Fri	Winter Term Registration for Continuing Students
January 6-8	Mon-Wed	Orientation Activities, Advising and Registration for New Students
January 9	Thursday	First Day of College Prep and Liberal Arts Classes
		Tuition Payment Deadline for All Students
January 13	Monday	Winter Convocation
January 16	Thursday	Last Day to Add Liberal Arts Classes
January 20	Monday	Holiday: Martin Luther King, Jr. Day
January 24	Friday	Last Day to Drop Liberal Arts Classes
February 5	Wednesday	Town Hall Meeting
February 10-14	Mon-Fri	Spring Term Advising for Continuing Students
February 17	Monday	Holiday: Presidents' Day
February 18-21	Tue-Fri	Spring Term Registration for Continuing Students
February 21	Friday	Last Day to Withdraw Liberal Arts Classes
March 12	Wednesday	Student Presentation Day
March 19	Wednesday	IS 200 Capstone Presentations
March 20-21	Thurs-Fri	Final Examinations for Liberal Arts Classes
March 21	Friday	Last Day of Winter Term



## **SPRING TERM 2025**

February 10-14	Mon-Fri	Spring Term Advising for Continuing Students
February 18-21	Tue-Fri	Spring Term Registration for Continuing Students
Apr 9-11	Wed -Fri	Orientation Activities, Advising and Registration for New Students
April 10	Thursday	First Day of Liberal Arts Classes Tuition Payment Deadline for all Students
April 14	Monday	First Day of College Prep Classes
April 15	Tuesday	Spring Convocation
April 17	Thursday	Last Day to Add Liberal Arts Classes
April 25	Friday	Last Day to Drop Liberal Arts Classes
May 7	Wednesday	Town Hall Meeting
May 12-16	Mon-Fri	Summer Term Advising for Continuing Students
May 19-23	Mon-Fri	Summer Term Registration for Continuing Students
May 23	Friday	Last Day to Withdraw Liberal Arts Classes
May 26	Monday	Holiday: Memorial Day
June 4	Wednesday	Student Presentation Day
June 11	Wednesday	Holiday: King Kamehameha Day
June 18	Wednesday	IS 200 Capstone Presentations
June 19	Thursday	Holiday: Juneteenth
June 20	Friday	Final Examinations for Liberal Arts Classes Last Day of Spring Term
June 21	Saturday	Commencement Ceremony

## **SUMMER TERM 2025**

May 12-16	Mon-Fri	Summer Term Advising for Continuing Students
May 19-23	Mon-Fri	Summer Term Registration for Continuing Students
Jun 30-Jul 2	Mon-Wed	Orientation Activities, Advising and Registration for New College Prep Students
July 3	Thursday Thursday	First Day of College Prep Classes Orientation Activities, Advising and Registration for New Liberal Arts Students
July 4	Friday	Holiday: Independence Day
July 7	Monday	First Day of Liberal Arts Classes (Session I) Tuition Payment Deadline for All Students
July 9	Wednesday	Last Day to Add Liberal Arts Classes (Session I)
July 14	Monday	Summer Convocation
July 17	Thursday	Last Day to Drop Liberal Arts Classes (Session I)
July 25	Friday	Last Day to Withdraw from Liberal Arts Classes (Session I)
August 4-8	Mon-Fri	Fall Term Advising for Continuing Students
August 11-15	Mon-Fri	Fall Term Registration for Continuing Students
August 12	Tuesday	Final Examinations and Last Day of Liberal Arts Classes (Session I)
August 14	Thursday	First Day of Liberal Arts Classes (Session II)
August 19	Tuesday	Last Day to Add Liberal Arts Classes (Session II)
August 22	Friday	Last Day to Drop Liberal Arts Classes (Session II)
August 29	Friday	Last Day to Withdraw from Liberal Arts Classes (Session II)
September 1	Monday	Holiday: Labor Day
September 12	Friday	Last Day of College Prep Classes
September 19	Friday	Final Exams and Last Day of Liberal Arts Classes (Session II)

## 2025-26 ACADEMIC CALENDAR

### **FALL TERM 2025**

August 4-8	Mon-Fri	Fall Term Advising for Continuing Students
August 11-15	Mon-Fri	Fall Term Registration for Continuing Students
Sep29-Oct1	Mon-Wed	Orientation Activities, Advising and Registration for New Students
October 2	Thursday	First Day of College Prep and Liberal Arts Classes Tuition Payment Deadline for All Students
October 6	Monday	Fall Convocation
October 9	Thursday	Last Day to Add Liberal Arts Classes
October 13	Monday	Holiday: Discoverers' Day
October 17	Friday	Last Day to Drop Liberal Arts Classes
October 29	Wednesday	Town Hall Meeting
Nov3 - Nov7	Mon-Fri	Winter Term Advising for Continuing Students
November 11	Tuesday	Holiday: Veterans' Day
Nov10 - Nov14	Mon-Fri	Winter Term Registration for Continuing Students
November 14	Friday	Last Day to Withdraw Liberal Arts Classes
November 27	Thursday	Holiday: Thanksgiving Day
November 28	Friday	Instructional Holiday
December 3	Wednesday	Student Presentation Day
December 10	Wednesday	IS 200 Capstone Presentations
Dec11 – Dec12	Thurs-Fri	Final Examinations for Liberal Arts Classes
December 12	Friday	Last Day of Fall Term
December 13	Saturday	Commencement Ceremony
Dec 22-31	Mon-Wed	HTIC Admin Leave

### **WINTER TERM 2026**

Nov3 - Nov7	Mon-Fri	Winter Term Advising for Continuing Students
Nov 10-14	Mon-Fri	Winter Term Registration for Continuing Students
January 6-7	Tue-Wed	Orientation Activities, Advising and Registration for New Students
January 8	Thursday	First Day of College Prep and Liberal Arts Classes Tuition Payment Deadline for All Students
January 12	Monday	Winter Convocation
January 15	Thursday	Last Day to Add Liberal Arts Classes
January 19	Monday	Holiday: Martin Luther King, Jr. Day
January 23	Friday	Last Day to Drop Liberal Arts Classes
February 4	Wednesday	Town Hall Meeting
February 9-13	Mon-Fri	Spring Term Advising for Continuing Students
February 16	Monday	Holiday: Presidents' Day
February 17-20	Tue-Fri	Spring Term Registration for Continuing Students
February 20	Friday	Last Day to Withdraw Liberal Arts Classes
March 11	Wednesday	Student Presentation Day
March 18	Wednesday	IS 200 Capstone Presentations
March 19-20	Thurs-Fri	Final Examinations for Liberal Arts Classes
March 20	Friday	Last Day of Winter Term

## **SPRING TERM 2026**

February 9-13	Mon-Fri	Spring Term Advising for Continuing Students
February 17-20	Tue-Fri	Spring Term Registration for Continuing Students
Apr 8-10	Wed -Fri	Orientation Activities, Advising and Registration for New Students
April 9	Thursday	First Day of Liberal Arts Classes Tuition Payment Deadline for all Students
April 13	Monday	First Day of College Prep Classes
April 14	Tuesday	Spring Convocation
April 16	Thursday	Last Day to Add Liberal Arts Classes
April 24	Friday	Last Day to Drop Liberal Arts Classes
May 6	Wednesday	Town Hall Meeting
May 11-15	Mon-Fri	Summer Term Advising for Continuing Students
May 18-22	Mon-Fri	Summer Term Registration for Continuing Students
May 22	Friday	Last Day to Withdraw Liberal Arts Classes
May 25	Monday	Holiday: Memorial Day
June 10	Wednesday	Student Presentation Day
June 11	Thursday	Holiday: King Kamehameha Day
June 17	Wednesday	IS 200 Capstone Presentations
June 18	Thursday	Final Examinations for Liberal Arts Classes Last Day of Spring Term
June 19	Friday	Holiday: Juneteenth
June 20	Saturday	Commencement Ceremony

## **SUMMER TERM 2026**

May 11-15	Mon-Fri	Summer Term Advising for Continuing Students
May 18-22	Mon-Fri	Summer Term Registration for Continuing Students
Jun 29-Jul 1	Mon-Wed	Orientation Activities, Advising and Registration for New College Prep Students
July 2	Thursday Thursday	First Day of College Prep Classes Orientation Activities, Advising and Registration for New Liberal Arts Students
July 3	Friday	Holiday: Independence Day (observed)
July 6	Monday	First Day of Liberal Arts Classes (Session I) Tuition Payment Deadline for All Students
July 8	Wednesday	Last Day to Add Liberal Arts Classes (Session I)
July 13	Monday	Summer Convocation
July 16	Thursday	Last Day to Drop Liberal Arts Classes (Session I)
July 24	Friday	Last Day to Withdraw from Liberal Arts Classes (Session I)
August 3-7	Mon-Fri	Fall Term Advising for Continuing Students
August 10-14	Mon-Fri	Fall Term Registration for Continuing Students
August 11	Tuesday	Final Examinations and Last Day of Liberal Arts Classes (Session I)
August 13	Thursday	First Day of Liberal Arts Classes (Session II)
August 18	Tuesday	Last Day to Add Liberal Arts Classes (Session II)
August 21	Friday	Last Day to Drop Liberal Arts Classes (Session II)
August 28	Friday	Last Day to Withdraw from Liberal Arts Classes (Session II)
September 7	Monday	Holiday: Labor Day
September 11	Friday	Last Day of College Prep Classes
September 18	Friday	Final Exams and Last Day of Liberal Arts Classes (Session II)

# Supplemental Section A: CODE OF STUDENT CONDUCT

## Policies, Regulations, and Procedures

### **Introduction**

To ensure a rewarding experience as a member of the learning community at Hawaii Tokai International College (HTIC), all students are recommended to read the HTIC Code of Student Conduct. This code not only informs you of the rules governing behavior, but also defines your rights and freedoms as a member of the HTIC learning community, as well as the rights of HTIC. All students, upon admission to HTIC, are expected to be familiar with and abide by its contents.

The College has expectations as to how students will behave and has established rules and regulations to follow when students are accused of violating such expectations. To achieve these aims, this code was developed with consideration given to all members of the learning community, including but not limited to the members of the broader community of the City and County of Honolulu, and the State of Hawai'i.

### **Ultimate Authority**

The Code of Student Conduct was reviewed and accepted by the Executive Committee of Hawaii Tokai International College, which consists of the Chancellor, Vice Chancellor for Administration, and Vice Chancellor for Academic and Student Affairs. The ultimate authority regarding implementation of the Code of Student Conduct lies with the Student Conduct and Grievance Board, and the Academic Conduct and Grievance Board. For the composition of each board, please refer to page 72.

### **Authority of the Executive Committee and the Office of the Chancellor**

The Executive Committee and the Office of the Chancellor may take appropriate action with respect to situations and developments not specifically covered by the Code of Student Conduct in order for the intent of the code to be properly administered.

### **Ultimate Responsibility**

All students are responsible for reading and understanding the Code of Student Conduct. In this sense, ultimate responsibility regarding the acceptance of rules and regulations stipulated in the code lies with each individual student as well as all members of the learning community. Students who host visitors are also responsible for informing these individuals of the rules and regulations embodied in this code. The scope of this Code of Student Conduct is not limited to the areas of student life and academics.

Therefore, it is also extremely important for all students to learn the more specific rules and regulations that are used to govern other areas of HTIC.

### **Confidentiality**

The College will hold in strictest confidence any allegation of academic or non-academic misconduct of those involved. The exchange of such information is done on a strictly need-to-know basis. For the same purpose, all hearings at HTIC are closed to HTIC's learning community unless the student submits a written request for a public hearing. This is to ensure the fullest degree of confidentiality.

### **Foundation of the Code of Student Conduct**

The HTIC Code of Student Conduct is designed and intended to clarify the rights and responsibilities of the students and to define parameters of different behavioral norms. In doing so, there must be safeguards against behaviors that disrupt the primary educational objectives and functions of HTIC, the rights and safety of other members of the learning and living community, and the standards of maintaining and achieving the mission of HTIC, as educators, administrators, and students in the most optimum

manner possible in an environment of respect, tolerance, self-discipline, and cooperation. Firstly, it is hoped that the rules embodied hereinafter and their implementation achieve substantive due process; i.e. that they are reasonable, clear, precise, and fair. For the purpose of achieving procedural due process, any student who is suspected of violating a rule or regulation will be informed in writing of the allegation. Sufficient opportunities to be heard and to enter a defense prior to the handing down of a final decision are also guaranteed by the hearing rules (see the respective 'Procedural Steps' charts located in the Appendix of this document that summarize the process of fair and impartial treatment).

### **Student Rights and Freedoms**

All members of the HTIC community are committed to providing students with education and training in a supportive, multicultural learning community, and encouraging students to engage in activities that will promote world peace and international understanding. It is therefore the policy of HTIC that members of its community may not violate the rights of one another or disrupt the basic activities of the institution. It must be recognized that members of the HTIC community share the same privileges and responsibilities with respect to the law as do members of the larger society.

Should a situation arise where one's rights and freedoms become unclear or contradictory, please notify the Student Support Officer, or the Vice Chancellor for Academic and Student Affairs. Student input is absolutely essential when revisions or changes to the Code of Student Conduct become necessary. Students are entitled to precise, easy-to-understand information and explanations. Communication with other members of the learning community is therefore imperative in clarifying the regulations and policies of HTIC that might be unclear, contradictory or simply difficult to comprehend. Please do not hesitate to ask because this is also your right. However, certain rights and freedom may be unique to HTIC as a reflection of this institution's legacy and mission. All members of the learning community must therefore accept and respect not only these rights and freedoms, but also the regulations and policies of HTIC.

Subsequently, students whose behavior or actions are deemed to be in violation of the rights and freedoms of other students and other learning community members, or in violation of the regulations and policies of HTIC, shall be subject to the appropriate sanctions or penalties. These sanctions are listed below and vary according to the specific nature of the violation and the context in which it occurred. The Chancellor (or designee) reserves the right to temporarily trespass and ban a student from HTIC campus in emergency situations. This action is taken when it is believed that the student poses a serious danger to others and himself/herself or if it is believed that significant disruption to the processes and operations of HTIC may occur.

### **Institutional and Personal Standards of HTIC: Behavioral Misconduct**

HTIC is firmly committed to maintaining an environment free of harassment and intimidation based upon race, color, national origin, citizenship, religion, sex, gender, age, disability, marital status, military/veteran status, sexual orientation, or any other characteristic protected by applicable federal, state, or local civil rights laws. Behavior that threatens another person, endangers any person, or is considered lewd, indecent, obscene, or disorderly, is strictly prohibited.

Students are prohibited from displaying any behavior, intentional or unintentional, that intimidates, harasses or hazes other students or staff. Harassment that is physical, mental, written, verbal, or sexual is strictly prohibited and includes any behavior, intentional or unintentional, that denigrates an individual or group because of race, religion, color, gender or sexual preference. Physical/psychological threats or assaults on another, and activity or behavior that infringes on the rights, privileges or property of others are also strictly prohibited.

Behavioral Misconduct is specified and shall include, but not necessarily be limited to, the following categories:

**Category 1: Violation of the Rights of Others**

Students shall not violate the rights of other members of the learning community for any reason. This includes any form of bullying.

**Category 2: Interference with College Functions and Processes**

Students shall not engage in activities, intentional or unintentional, that interfere with the processes and functions of HTIC. These processes and functions include those activities related to instruction, acquisition of knowledge, research activities, and related services, including the administration of such services.

Specific activities in this category include, but are not limited to, the following:

- 1) Engaging in demonstrations that violate peaceful assembly at HTIC.
- 2) Engaging in demonstrations that are violent, dangerous, disruptive, destructive, coercive, and which block access to the campus.
- 3) Engaging in demonstrations that interfere with the day-to-day operations of HTIC; e.g. business routines, daily functions, classes, college events and meetings.
- 4) Conducting a demonstration that exceeds the allocated time period. The Chancellor (or designee) reserves the right to call in local law enforcement authorities should a demonstration go beyond the scheduled time or become violent and go out of control.
- 5) Impeding or interfering with the right to freedom of speech and peaceful assembly by other students and members of the learning community.
- 6) Any activity that obstructs or impedes the processes and functions of HTIC, including, but not limited to instruction, the acquisition of knowledge, research activities, and related services, including the administration of such services.

**Category 3: Personal Misconduct**

**A. Non-Academic Misconduct**

Students who engage in the following prohibited acts (defined as personal misconduct) are subject to the relevant sanction(s):

- 1) Destruction or misuse of fire safety equipment;
- 2) Intentional activation of the HTIC fire alarm system via a pull station or heat/smoke sensor in a non-emergency situation;
- 3) Failure to evacuate HTIC during a practice evacuation drill;
- 4) Issuing a false report or warning about a fire or serious incident;
- 5) Failure to obey instructions issued by a college official in the discharge of his/her duties, including practice fire/evacuation drills;
- 6) Intentionally ignoring sanctions given verbally or in writing by college officials;
- 7) Failure to obey the rules of order at a college hearing or review board;
- 8) Willful use of college facilities, vehicles, and equipment for unauthorized personal use, including the telephone system, mail, computer systems, residence hall rooms, meeting rooms, classrooms, auditorium, and the like;
- 9) Unauthorized use of college facilities, such as the telephone system, mail system or computer system, including the use of these systems to carry out any act prohibited in this code or regulations and policies of HTIC;
- 10) Creating disturbances at HTIC, HTIC residence hall or other student life common areas that are disruptive to the normal processes and functions of HTIC and the learning community;

- 11) Littering, spitting, tagging (graffiti), and any other activities that spoil or vandalize the campus environment;
- 12) Unauthorized on-campus solicitation for sales purposes;
- 13) Willfully slandering or making false statements about members of the learning community and HTIC for the purpose of misrepresentation;
- 14) Verbal or written abuse, which involves use of obscene, profane, or abusive language that is considered offensive by members of the learning community;
- 15) Weapons and dangerous substance crimes—the possession and use of firearms, including BB, pellet, paintball and all replica-type firearms (including toy guns), ammunition and all replica-type ammunition, cutting knives and swords, star weapons, throw knives, clubs, staffs and other offensive weapons, explosives, fireworks, toxic chemicals, etc. are strictly prohibited at HTIC and within the campus residence halls;
- 16) Smoking is only allowed at the designated smoking area in the back parking lot on the HTIC campus.
- 17) Intake and use of alcoholic beverages or illegal drugs in the HTIC residence hall or any other student areas. Consumption (and purchase) of alcoholic beverages by and for anyone under the age of 21 is a violation of the laws of the State of Hawai'i and will not be tolerated;
- 18) Intentionally obstructing a college safety officer, staff/faculty, law enforcement officer, fire personnel, or designated HTIC safety or emergency responder;
- 19) Propping open the residence hall doors;
- 20) Parking violations;
- 21) Fire code violations - the possession and/or use of cooking appliances, candles, incense, open-flame appliances, including camping stoves and propane canister, portable burners, and other similar devices in residence hall rooms and other common areas of HTIC are strictly prohibited. Small-capacity microwave ovens are permitted in rooms as are electrical water heating devices (see Housing Rules & Regulations);
- 22) Violation of any rule or regulation in a published college policy; e.g. 1) Computer Use Rules & Regulations, 2) Housing Rules and Regulations, 3) Library Rules & Regulations; and 4) Parking Facility Regulations.

Students must also be in compliance with city, county, state and federal laws, both on campus and off campus, and any violations of these laws shall also be subject to the relevant sanction(s). These laws include, but are not limited to, those regarding:

- a) Computer crimes - crimes involving the use of a computer in any of the following general or specific categories or areas, which may not be mentioned elsewhere in this document.
  - **Computer as Target** - Use of HTIC's wireless computer network to commit crimes in which the computer is the target, which include, but are not be limited to, such offenses as theft or blackmail of any type. This category also includes techno-vandalism and techno-trespass.
  - **Computer as the Instrumentality of Crime** — in this category, the processes of the computer, not the contents of computer files, facilitate the crime.
  - **Computer as Incidental to Other Crimes** — In this category of computer crime, the computer is not essential for the crime to occur, but it is related to the criminal act.
  - **Crimes Associated with the Prevalence of Computers** – Software piracy counterfeiting, copyright violation of computer programs, counterfeit equipment, black market computer equipment and programs, and theft of technological equipment fall into this category of computer crime.

The student is reminded that the above are general categories of computer crime. There are clear and specific rules and policies such as the "Acceptable Use Policy for College Computer and College Network Access" given to all HTIC students upon entering HTIC at the time of orientation.

- b) Fraud crimes: these include, but are not limited to:
  - Falsifying academic records to gain admission to HTIC or to receive scholarships or financial aid
  - Forging any document with the intent to deceive
  - Propagating false information about HTIC or information contradictory to college regulations and policies
  - Assisting others in any of the above activities
- c) Gambling crimes - crimes involving all forms of gambling. Gambling in any form is illegal in the State of Hawai'i.
- d) Aggravated assault
- e) Arson
- f) Burglary
- g) Forcible rape
- h) Larceny
- i) Bicycle/Motor vehicle theft
- j) Property crimes
- k) Robbery
- l) Violent crimes
- m) Controlled substance crimes

**Sanctions for Non-Academic Misconduct** (under the authority of the Student Conduct and Grievance Board)

Sanctions are issued depending on the nature of the offense and the individual student's conduct record. HTIC maintains a zero-tolerance policy for student misconduct. Sanctions are imposed in the following form dependent upon the severity of the offense and disciplinary history of the student:

**1<sup>st</sup> Offense:** "Written Warning" with possible accompaniment of consequences ranging from, but not limited to, fines, community restitution, disciplinary probation, suspension, expulsion and/or restitution\* when applicable.

**2<sup>nd</sup> Offense:** "Final Written Warning" with required consequences ranging from, but not limited to, fines, community restitution, disciplinary probation, suspension, expulsion and/or restitution\* when applicable.

**3<sup>rd</sup> Offense:** Disciplinary Probation with "Expulsion" with possible restitution.\*

\*Restitution (charge for service and/or repair of damages regardless of whether damage was intentional or accidental) may be applicable at any level.

**Authority in Cases Involving Student Non-Academic Misconduct**

Allegations of student life misconduct and subsequent procedures fall under the authority of the Student Conduct and Grievance Board. The Student Support Officer, under the direction of the Vice Chancellor for Academic and Student Affairs, shall have the authority to conduct a preliminary investigation and make an initial ruling, to be approved and/or amended by the Vice Chancellor of Academic and Student Affairs. Review and approval of the Executive Committee is required in cases involving student probation, suspension, or expulsion. Should the student appeal this initial ruling, the appeals' authority becomes that of the Student Conduct and Grievance Board. If called upon by the student, the Student Conduct and Grievance Board will conduct an investigation of its own and formally approve actions, if any, to be taken against the student. The Board's findings shall be clearly communicated to the student



and to the Executive Committee in written form.

### **Procedures for Handling Alleged Non-Academic Misconduct**

- 1) Any member of the learning community can make an allegation of misconduct against a student. In all cases, a written statement detailing the misconduct must be submitted to the Student Support Officer. This written statement should include specific name(s) if known, date of the incident, and description of the alleged misconduct.
- 2) The Student Support Officer shall give written notification of the alleged misconduct to the student within five (5) working days of being notified of such allegations, requesting to meet with the student as soon as possible.
- 3) The notification shall include information such as a description of the alleged misconduct, and the time and place of such activity. All other relevant information must be included.
  - a) The Student Support Officer shall attempt to resolve the matter as a first step.
  - b) The Student Support Officer shall explain the procedures to the student.
  - c) The Student Support Officer shall provide the student with a copy of the written allegation and a copy of the Code of Student Conduct, if necessary.
  - d) The Student Support Officer shall make clear that the student shall be given the opportunity to present his/her case.
  - e) The Student Support Officer shall conduct a preliminary investigation. If the findings so warrant, the appropriate sanction(s) shall be recommended. The Student Support Officer will assure that the student is to be informed in writing.
- 4) Within five (5) working days of receipt of the notification, the student can accept the suggested sanction(s) or ask for a hearing before the Student Conduct and Grievance Board. Should the student accept the sanction(s), the case becomes final and is closed.
- 5) Should the student request a hearing before the Student Conduct and Grievance Board, he/she must notify the Student Support Officer in writing within five (5) working days of receipt of the notification and provide the following information:
  - a) Name;
  - b) Contact information;
  - c) General description of alleged incident; and
  - d) Brief explanation of why appeal is being made
- 6) The Student Conduct and Grievance Board shall conduct a review of the case and submit its findings to the student and to the Executive Committee within ten (10) working days of receiving the appeal request from the student.
- 7) Upon receipt of the decision by the Student Conduct and Grievance Board, the case becomes final and is closed.

### **B. Academic Misconduct**

Academic dishonesty includes plagiarism as well as any deliberate attempt to gain an undeserved grade advantage. Dishonest practices include cheating, fabricating data, misrepresenting idea or theories, and words of false statements relating to academic work. Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own.

The following are some examples of academic dishonesty. As it is not possible to cover every circumstance of academic dishonesty or plagiarism, this list should be considered only as a guide.

- 1) Examinations and Tests
  - a) Impersonating someone in an examination or test
  - b) Copying from "cheat sheets" or another student, or making information available to another student

- c) Submitting a take-home examination written, in whole or in part, by someone else
- d) Failing to obey or comply with examination regulations or instructions of a proctor
- 2) Research Reports
  - a) Copying a research report, or allowing someone else to copy one's report
  - b) Using another student's data unless specifically allowed by the instructor and the author
  - c) Allowing someone else to complete one's report or paper without the knowledge and approval of the instructor
  - d) Using direct quotations or large sections of paraphrased material in a report, thesis, or publication without appropriate acknowledgement
  - e) Fabricating or falsifying laboratory or research data
- 3) Essays and Assignments
  - a) Submitting an essay written in whole or in part by someone else as one's own
  - b) Preparing an essay or assignment for submission by another student
  - c) Copying an essay or assignment, or knowingly allowing one's essay or assignment to be copied by someone else without the instructor's approval
  - d) Using direct quotations, or large sections of paraphrased material without acknowledgement
  - e) Buying or selling term papers or assignments and submitting them as one's own without the instructor's approval
  - f) Submitting the same piece of work in more than one course without the permission of the instructor(s)
  - g) Unauthorized removal from the library, or deliberate concealment of, library materials
- 4) Official Documents
  - a) Altering transcripts or other official documents relating to student records
  - b) Misrepresenting one's credentials
  - c) Creating or altering letters of reference

Individual instructors or academic units will normally point out areas of specific concern not covered above. Students are responsible for understanding faculty expectations and in-class academic misconduct sanctions as spelled out in course syllabi and/or the HTIC Code of Conduct. They are encouraged to consult instructors regarding class policies and use of materials if in doubt about how they may relate to academic dishonesty.

**Sanctions for Academic Misconduct** (under the authority of the Academic Conduct and Grievance Board)

**1<sup>st</sup> Offense:** "Warning" (with written clarification) and possible "Academic Probation" or "Suspension" for a specified period of time.

**2<sup>nd</sup> Offense:** "Suspension" for a specified period of time or "Expulsion."

**3<sup>rd</sup> Offense:** "Expulsion," and cancellation of grades and/or degree.

#### **Authority Involving Academic Misconduct**

Allegations of academic dishonesty and related procedures come under the ultimate authority of the *Academic Conduct and Grievance Board*. If academic dishonesty, such as cheating or plagiarism is suspected, the faculty member shall first attempt to resolve the matter with the student and handle the case in accordance with measures outlined on the course syllabus. Should the student commit an act of academic dishonesty, the teacher shall apply the appropriate sanctions as outlined on the course syllabus. He or she may also request that sanctions be applied by the Vice Chancellor for Academic and Student Affairs as outlined below.

In cases where the issue remains unresolved, the student may bring the matter to the attention of the Dean of Liberal Arts or Director of the College Preparatory Program, or Vice Chancellor for Academic and Student Affairs, who would then call upon the Academic Conduct and Grievance Board to meet, review the case, and determine an appropriate action as stipulated above.

### **Procedures for Handling Alleged Academic Misconduct**

- 1) Any member of the learning community can make an allegation of academic misconduct against a student. In all cases, a written statement detailing the academic misconduct must be submitted to the Dean of Liberal Arts for an Liberal Arts students or the Director of College Preparatory for a College Preparatory student. This written statement should include specific name(s) if known, date of the incident, and description of the alleged misconduct.
- 2) The Dean of Liberal Arts or Director of College Preparatory shall give written notification of the alleged misconduct to the student within five (5) working days of being notified of such allegations, requesting to meet with the student as soon as possible.
- 3) The notification shall include information such as a description of the alleged misconduct, and the time and place of such activity. All other relevant information must be included.
  - a) The Dean of Liberal Arts or Director of College Preparatory shall attempt to resolve the matter as a first step.
  - b) The Dean of Liberal Arts or Director of College Preparatory shall explain the procedures to the student.
  - c) The Dean of Liberal Arts or Director of College Preparatory shall provide the student with a copy of the written allegation and a copy of the Code of Student Conduct, if necessary.
  - d) The Dean of Liberal Arts or Director of College Preparatory shall make clear that the student shall be given the opportunity to present his/her case.
  - e) The Dean of Liberal Arts or Director of College Preparatory shall conduct a preliminary investigation. If the findings so warrant, the appropriate sanction(s) shall also be recommended. The Vice Chancellor for Academic and Student Affairs will assure that the student is informed in writing.
- 4) Within five (5) working days of receipt of the notification, the student can accept the suggested sanction(s) or ask for a hearing before the Academic Conduct and Grievance Board. Should the student accept the sanction(s), the case becomes final and is closed.
- 5) Should the student request a hearing before the Academic Conduct and Grievance Board, he/she must notify the Vice Chancellor for Academic and Student Affairs in writing within five (5) working days of receipt of the notification, and provide the following information:
  - a) Name;
  - b) Contact information;
  - c) General description of alleged incident; and
  - d) Brief explanation of why appeal is being made
- 6) The Academic Conduct and Grievance Board shall conduct a review of the case and submit its findings and recommendations to the student and to the Executive Committee within ten (10) working days of receiving the appeal request from the student.
- 7) Upon receipt of the decision by the Academic Conduct and Grievance Board, the case becomes final and is closed.

### **C. Description of Sanctions for Non-Academic and Academic Misconduct**

When the violation of a rule, regulation, or policy has been clearly proven by preponderance of evidence and the appeals process has been exhausted, or if the student admits to misconduct or an act of dishonesty, the following sanctions or any combination of each, may be imposed, and not necessarily in the order by which they appear below.

- 1) **Verbal Warning with Written Clarification** (applicable to all violations)  
 This is a verbal warning (clarified in written form) for student life misconduct or academic dishonesty that any further violation of a rule or regulation will result in the levying of more severe penalties. This warning can be issued with or without request by an instructor, by the Student Support Officer, Vice Chancellor for Academic and Student Affairs, Vice Chancellor for Administration, Academic Conduct and Grievance Board, or Student Conduct and Grievance Board. The student must be informed of the Grievance Process should he/she reject the allegation of a rule violation.
- 2) **Academic Probation** (applicable to violation of academic regulations)  
 The student who violates an academic rule or regulation may be placed on academic probation or suspension for a specified period of time, such as one academic term. The terms of such probation shall be determined on a case-by-case basis. The student must be informed of his/her options, i.e. the grievance process, should said allegation be denied.
- 3) **Restitution** (applicable to both student life and certain academic regulations such as those pertaining to the HTIC Library)  
 The student may be required to reimburse HTIC for damage to property including, but not limited to, housing rooms and fixtures, library materials and equipment, cafeteria items, and college public areas. The amount shall be determined by the Vice Chancellor for Administration in charge of facilities management and/or the Executive Committee. The notice to reimburse can be issued by the Vice Chancellor for Administration, or designee such as Vice Chancellor for Academic and Student Affairs once the amount has been determined following a preliminary investigation and decision by the Vice Chancellor for Administration or Executive Committee. The mechanism to appeal a directive to pay restitution is the grievance process.
- 4) **Disciplinary Suspension from College Classes** (applicable to violations of both academic regulations and non-academic misconduct)  
 A student may be prohibited from attending classes for a specified period of time for violation of an academic rule or regulation or for non-academic misconduct. Such a sanction may be imposed by the Vice Chancellor for Academic and Student Affairs with approval by the Executive Committee or following such recommendation by the Academic Conduct and Grievance Board or the Student Conduct and Grievance Board. Should the initial decision be appealed by the student, the student must be informed of the appeals process.
- 5) **Expulsion** (for academic dishonesty and non-academic misconduct)  
 Expulsion from HTIC will be permanent. Such a sanction may be imposed by the Vice Chancellor for Academic and Student Affairs with approval by the Executive Committee or following such recommendation by the Academic Conduct and Grievance Board or the Student Conduct and Grievance Board. Should the initial decision be appealed by the student, the student must be informed of the appeals process.
- 6) **Cancellation of Grades or Degree**  
 A degree or grades can be canceled should evidence that warrants such action be discovered and clearly proven by preponderance of evidence. Such a sanction may be imposed by the Vice Chancellor for Academic and Student Affairs with approval by the Executive Committee or following such recommendation by the Academic Conduct and Grievance Board or the Student Conduct and Grievance Board. Should the initial decision be appealed by the student, the student must be informed of the appeals process.

#### **D. Procedures by Which a Student May File a Grievance Petition**

All students at HTIC have the right to file a grievance if they believe they have received unfair treatment by instructors or other HTIC personnel.

1) **Non-Academic Grievance Petition**

The College grants students the right to challenge any action that is perceived to be unfair or threatening. For student life matters, the final authority shall rest with the Student Conduct and Grievance Board. Students wishing to make such a challenge are required to file a written Grievance Petition with the Student Support Officer.

The Vice Chancellor for Academic and Student Affairs should receive the Grievance Petition if the Student Support Officer is targeted as a part of the grievance. The student has the option of using the standard Grievance Petition form available at the Office of Student Services or a written document of their choosing that states the nature of the grievance, details, and steps already taken to seek satisfaction. Upon receipt of a Grievance Petition, the Student Support Officer or the Vice Chancellor for Academic and Student Affairs shall resolve the grievance directly. If the student is not satisfied with the decision made, a formal appeal to the Student Conduct and Grievance Board can be made.

**Possible Reasons for Filing a Non-Academic Grievance Petition**

- a) Intimidation or threat
- b) Harassment
- c) Assault: verbal, physical, and/or sexual
- d) Violent act or threat of violence
- e) Physical aggression
- f) Discrimination of any form
- g) Other (not limited to these examples)

**The Non-Academic Grievance Petition procedure is as follows:**

- a) If the student believes that he/she has been the victim of unfair treatment or misconduct, he/she may attempt to resolve the issue with those involved, so long as there is no danger of violence or physical aggression.
- b) Should the attempt to resolve the issue fail, the student may file a Non-Academic Grievance Petition with the Student Support Officer. The Vice Chancellor for Academic and Student Affairs should receive the Grievance Petition if the Student Support Officer is targeted as a part of the grievance. The Vice Chancellor for Academic and Student Affairs will then contact the parties involved to help reach a mutually agreeable conclusion to the issue at hand.
- c) If the student is not satisfied with the decision made by the Student Support Officer or Vice Chancellor for Academic and Student Affairs, a formal appeal to the Student Conduct and Grievance Board can be made.
- d) The Student Conduct and Grievance Board shall conduct a review of the case and submit its findings and recommendations to the student and to the Executive Committee within ten (10) working days of receiving the appeal request from the student.
- e) Upon receipt of the decision by the Student Conduct and Grievance Board, the case becomes final and is closed.

2) **Academic Grievance Petition**

The College grants students the right to challenge any action that is perceived to be unfair or threatening. For academic matters such as the fairness of grades received from an instructor for any given term of study, the authority shall be with the Academic Conduct and Grievance Board.

Students wishing to make such a challenge are required to file a written Grievance Petition with the Dean of Liberal Arts (in the case of a College Preparatory student, with the Director of College Preparatory). The student has the option of using the standard Grievance Petition form available at the Office of Student Services or a written document of their choosing that states the nature of the grievance, details, and steps already taken to seek satisfaction. Upon receipt of a Grievance Petition, the Dean of Liberal Arts or the Director of College Preparatory shall resolve the grievance directly. If the student is not satisfied with the decision made, a formal appeal to the Academic Conduct and Grievance Board can be made.

**Possible Reasons for Filing an Academic Grievance Petition:**

- a) Unfair grading or classroom practice
- b) Classroom discrimination of any form
- c) Other (not limited to these examples)

**The Academic Grievance Petition procedure is as follows:**

- a) If the student believes that he/she has been the victim of unfair academic treatment, he/she may attempt to resolve the issue with those involved, so long as there is no danger of violence or physical aggression.
- b) Should the attempt to resolve the academic issue fail, the student may file a Grievance Petition with the Dean of Liberal Arts (the Director of College Preparatory, if a College Preparatory student). The Vice Chancellor for Academic and Student Affairs should receive the Grievance Petition if the Dean (or the Director of College Preparatory) is targeted as a part of the grievance. The Dean of Liberal Arts, the Director of College Preparatory or Vice Chancellor for Academic and Student Affairs will then contact the parties involved to help reach a mutually agreeable conclusion to the issue at hand.
- c) If the student is not satisfied with the decision made by the Dean of Liberal Arts, the Director of College Preparatory or Vice Chancellor for Academic and Student Affairs), a formal appeal to the Academic Conduct and Grievance Board can be made.
- d) The Academic Conduct and Grievance Board shall conduct a review of the case and submit its findings and recommendations to the student and to the Executive Committee within ten (10) working days of receiving the appeal request from the student.
- e) Upon receipt of the decision by the Academic Conduct and Grievance Board, the case becomes final and is closed.

**E. “Student Conduct and Grievance Board” and “Academic Conduct and Grievance Board”**

**1) Hearing Procedures**

- a) **Written notification:** A written notice of the hearing shall be issued to the student at least three (3) calendar days prior to the date of the hearing.  
The notice shall contain the following information:
  - i. Date, time, place and purpose of the hearing;
  - ii. Reference to the specific sections of the Code of Student Conduct or other college policy and regulations involved in the allegation of misconduct, including the relevant information regarding the incident of misconduct - date, time, place, and act;
  - iii. Reminder to the student to review the code prior to coming to the hearing;

- iv. Information notifying the student that he/she is entitled to see all evidence, affidavits, and other items prior to the hearing date;
- v. Information notifying the student that he/she is allowed to bring one support person to the hearing and all formal meetings relevant to the allegation. The support person can be a peer, colleague, relative, or legal counsel. Language support in the form of an interpreter shall also be permitted in the case of speakers of English as a second language whose English ability is not yet fully developed.

As mentioned earlier in this document, unless specifically requested by the student, these hearings are closed to the learning community in order to ensure the highest level of confidentiality. Staff and faculty involved in any allegation must hold all information related to the case in the strictest confidence and communication of such information to others on a need-to-know basis.

- b) **Hearing Proceedings:** The hearing proceedings shall be conducted under the rule of law, ensuring fairness and procedural due process, i.e. both the student and the faculty or staff member involved shall be given equal opportunities to present their respective cases for each of the items on the hearing agenda.
- c) **Cancellation or Modification of Proceedings:** Any part of the hearing procedures can be canceled or modified if agreed upon by both parties.
- d) **Order of Presentation of Testimony**
  - i. Testimony at the hearings shall be presented in the following order:
  - ii. Testimony of the allegations;
  - iii. Testimony of the student;
  - iv. Rebuttal testimony in support of the allegations;
  - v. Rebuttal testimony in support of defense; and
  - vi. Closing arguments
- e) **Rules:** The Student Conduct and Grievance Board and Academic Conduct and Grievance Board may adopt such procedural rules and regulations which, in the judgment of either Board, will expedite the hearing proceedings and ensure due process. The rules of evidence, which are applicable to civil and criminal trials, do not govern hearings before the Board. Documents must be submitted in original form. Members of the Board and the student are permitted to ask questions of each other.
- f) **Burden of Proof:** Proof that a violation has been committed shall be established when confirmed by preponderance of the evidence.
- g) **Attendance at Board Hearing:** Both the student and a quorum of three (3) Board members are expected to be present at the hearing. If the student is not present at the hearing, the Board will proceed to conduct the hearing if its members are satisfied that the student has been given notice of the hearing as provided for in this Code. In the absence of the student, the Board will hear the evidence, consider the facts, and render a decision.
- h) **Closed Board Hearings:** All hearings will be closed unless the student requests in writing and shows good cause that any hearing should be open.

- i) **Rule Changes:** The Board may adopt any further rules or make any further regulations necessary for fair and impartial hearings provided these are not inconsistent with the provisions of this code.
- j) **Records:** A record of proceeding shall be maintained and shall include the following:
  - i. All pleadings, motions and intermediate rulings;
  - ii. All evidence received or considered, including oral testimony, exhibits, and a statement of all matters officially noticed;
  - iii. Offers of proof and rulings thereon;
  - iv. Proposed findings, exceptions, and recommendations; and
  - v. The report of the Board Chairperson

The Board shall preserve a record of its hearings through written documentation or tape recording if agreed upon by all parties involved. This record shall be retained by the Office of Student Services or the Chancellor for a minimum of five (5) years from the date of last attendance by the student. It shall not be necessary to transcribe any taped record unless requested for purposes of rehearing or judicial review. The party requesting or appealing to the court shall pay the cost of such transcription.

- k) **Board Findings and Recommendations:** The findings shall support one of the following actions:
  - i. **No cause for disciplinary action:** No violation of this Code of Conduct has been proven. In this case, no sanction may be taken against the student.
  - ii. **Cause for disciplinary action:** A violation of the Code of Conduct has been proven. In this case, the Board may recommend one or more of the sanctions provided for in this code, including warning, probation, suspension, expulsion, restitution, and/or rescission of grades or degree. Within five (5) working days after the hearing, the Board chair shall transmit the Board's findings, decision as to cause, and recommendations in writing to the Executive Committee and to the student. The Board's decision as to cause shall be in writing and accompanied by separate findings of fact.
  - iii. If the student has filed proposed findings of fact, the Board shall rule on each proposed finding in its final decision as to cause. The decision of the Board shall be the final decision within HTIC.
- l) **No Board determination adverse to a student shall be finalized until the student has been afforded an opportunity to request that the Executive Committee review the Board's findings, decision as to cause, and recommendations:**
  - i. This review does not entitle the student to a full rehearing of his/her case.
  - ii. The student shall have five (5) working days after the receipt of the Board's findings, decision as to cause, and recommendations to request a review by the Executive Committee. The request must be in writing and should either be hand-delivered by the student or student's legal counsel or sent by registered or certified mail to the Office of the Chancellor.
  - iii. The review by the Executive Committee upon request, except in cases of newly discovered evidence, shall be confined to the record.
- m) **Upon request, the Executive Committee shall limit the review of the Board's findings, decision as to cause, and recommendations to the following four (4) issues:**
  - i. Did the Board sufficiently follow the procedures contained in this Code?



- ii. Was the Board hearing conducted in such a way as to provide the student an adequate opportunity to present his or her defense?
  - iii. Did the evidence presented at the hearing satisfy the requisite burden of proof?
  - iv. Is the sanction reasonable in relation to the gravity of the violation?
- n) **Final decision and directives by the Executive Committee**
- i. Within five (5) working days of receiving a request from the student to review the Board's findings, decision as to cause, and recommendations, the Executive Committee shall notify the student or the student's counsel of the actions to be taken and any accompanying orders.
  - ii. A copy of this notification shall be included in the record of proceedings and retained by HTIC for a minimum period of five (5) years after the date of the last attendance by the student.
  - iii. The decision of the Executive Committee shall be final within HTIC.

2) **Composition of the "Student Conduct and Grievance Board"**

The Student Conduct and Grievance Board has the vested authority to conduct hearings at the request of students who are alleged to have engaged in Student Life misconduct and for those students who have filed a grievance that has reached the hearing stage. Hearings are also the result of the student rejecting a decision at the initial stages of the procedural process.

The Student Conduct and Grievance Board is comprised of five (5) members:

- a) Vice Chancellor for Academic and Student Affairs (Chair)
- b) Vice Chancellor for Administration
- c) Student Support Officer
- d) Faculty Member
- e) HTIC Student Government Representative

3) **Composition of the "Academic Conduct and Grievance Board"**

The Academic Conduct and Grievance Board shall have the vested authority to conduct hearings at the request of faculty or students who are alleged to have engaged in academic dishonesty and for those students who have filed a grievance that has reached the hearing stage. Hearings are also the result of the student rejecting a decision at the initial stages of the procedural process.

The Academic Conduct and Grievance Board is comprised of five (5) members. They are the:

- a) Vice Chancellor for Academic and Student Affairs (Chair)
- b) Dean of Liberal Arts
- c) Director of College Preparatory
- d) Faculty Member
- e) HTIC Student Government Representative

4) **Mediation Roles in Grievance Resolution**

The Student Support Officer, for non-academic matters, the Dean of Liberal Arts, for all Liberal Arts academic matters, and the Director of College Preparatory, for all College Preparatory academic matters, may conduct an investigation of all evidence, including interviews with the student, instructor, or staff, in order to render an appropriate resolution in cases of misconduct, academic dishonesty, or grievances. If the grievance is filed against the Student Support Officer, the Dean of Liberal Arts, or the Director of College Preparatory, the Vice Chancellor for Academic and Student Affairs will assume the role of mediator. If mediation does not result in a satisfactory resolution, the Vice Chancellor may refer the case to either the Student Conduct and Grievance Board or the Academic Conduct and Grievance Board, as appropriate, to hear and resolve concerns in the manner

described above.

**Questions**

Please feel free to ask your Office of Student Services staff should you have questions regarding the above HTIC Code of Student Conduct.

For assistance and information, please contact:

Office of Student Services  
Hawaii Tokai International College  
91-971 Farrington Highway  
Kapolei, HI 96707

Tel: (808) 983-4187  
Fax: (808) 983-4107  
Email: [studentservices@tokai.edu](mailto:studentservices@tokai.edu)

## **Supplemental Section B: ON-CAMPUS HOUSING RULES & REGULATIONS**

### **A. Introduction**

These rules and regulations are intended to protect the health, safety, rights, and privileges of all residents. Each resident is responsible for knowing and complying with these rules and regulations. Any violations of these rules and regulations or those listed in the Student Conduct Code for Hawaii Tokai International College (hereinafter referred to as "HTIC") may result in disciplinary action.

All rules contained herein are subject to change and additional rules and regulations may be created and enforced if they are deemed necessary by HTIC.

### **B. Room Occupancy Policy**

HTIC reserves the right to assign residence hall rooms to students. Residence hall rooms are available based upon double and quadruple occupancy and space availability. Use or continued use of any particular room cannot be guaranteed.

#### **1) Eligibility**

Full-time students at HTIC are eligible for on-campus housing. An individual in the Liberal Arts Program completing nine (9) or more credits is considered to be a full-time student; a College Preparatory Program student must be enrolled in 18 hours of classes to be considered full-time. Eligibility of part-time students is considered based on availability and is up to the discretion of the administration. No students are allowed to move into the residence hall during the term.

#### **2) Payment**

All housing fees must be paid in advance or upon moving in. Housing fees consist of room rental, move in & out fee, deposit fee, meal plan, and a processing fee. Please refer to the Housing Application form for more information regarding housing costs. Failure to make payments in a timely manner can result in a loss of privilege of residency on campus at HTIC. A late fee of \$100 will be assessed to any student applying for housing after the deadline in any given term.

#### **3) Refund**

Cancellations made prior to room check-in will result in a \$25 cancellation-processing fee. Students canceling after checking in will be assessed fees according to the room type, number of days occupied, cleaning or damage fee, plus a \$100 cancellation-processing fee. After the assessed amount is deducted, the balance will be refunded. If any repairs are required, the cost of the repairs and labor will be charged to the student's account.

#### **4) Liability**

Students are responsible and will be held liable for any damages to rooms and all the contents therein. It is expected that rooms and contents will be in good condition at checkout. Students may be held responsible for damage/loss in the common areas. HTIC is not responsible for loss or damage to students' personal property. No alterations, painting, or construction may be done to the residence hall rooms. Any cost incurred by HTIC to restore the room to its original condition will be billed to the student occupying the room.

#### **5) Acceptance of Agreement**

By signing the agreement attached or by accepting and retaining the keycard to the room, the student agrees to abide by the rules outlined in this document. Any form of acceptance binds the student to the entire agreement without exception.

## 6) Room Entry

Whenever possible, resident students will be notified at least 24 hours in advance regarding entry into residence hall rooms by HTIC management or those authorized by them for the following purposes:

- Fire and safety inspections
- Inspection for cleaning and/or damage
- Maintenance and housekeeping reasons
- Pest control treatment

Notice of such entry may be via notices in student mailboxes, notices posted on common area bulletin boards, student emails, and announcements at meetings. Room entry may include inspection and opening of HTIC furnishings.

HTIC affirms the right of each student to a degree of privacy. However, HTIC management or those authorized by them reserve the right to enter residence hall rooms without prior notice, if there is reasonable suspicion that a crime or college policy violation is occurring or has occurred within. The residence hall rooms and furnishings are the property of HTIC, and HTIC wishes to ensure the safety of its residents, its residents' property, and HTIC property. HTIC wishes to prevent the use of residence hall rooms for purposes that are illegal or in violation of the Code of Student Conduct or the Housing. If HTIC or its authorized personnel reasonably suspect that such activity is occurring within a residence hall room, they may use the following procedure to enter and inspect that room:

- a) HTIC management or those authorized by them have authority to enter the room. They will knock on the door and request entry into the room to inspect.
- b) If there is no reply to the request for entry, HTIC management or those authorized by them will enter the room and conduct an inspection.
- c) Students found conducting illegal activities or violating HTIC regulations (the Code of Student Conduct and/or the Housing Rules and Regulations) are subject to disciplinary action.

## C. Rules and Regulations

### 1) General Housing Regulations: Prohibited Items and Conduct

- **Hours of Quiet Time**  
Residents are expected to respect others by observing quiet time from 10:00 pm to 7:00 am Sunday through Thursday and 11:00 pm to 7:00 am on Friday, Saturday and the day before a holiday.
- **Alcohol Possession and Consumption**  
Alcohol is not allowed in the HTIC residence hall at any time regardless of age and/or purpose of use.
- **Smoking and Burning of Incense and Candles**  
Smoking and burning of incense and candles are not allowed in the residence hall. Those students whose rooms are found to smell of smoke, from either of these two causes, will be subject to disciplinary action described below. Restitution fines are assessed if cleaning or maintenance expenses warrant it. Smoking is only allowed at the designated smoking area in the back parking lot on the HTIC campus.
- **Cooking and Cooking Devices/Appliances**  
Cooking is strictly prohibited in the residence hall including the dining room. This includes use of any cooking appliances or other items that require fire/flame. For instance, waffle makers, hotplates, and cooking stoves are not allowed. For allowable items, such as coffee pots and microwaves,

please inquire the Dorm Manager or Office of Student Services. Each room is equipped with a smoke detector and a sprinkler system that will be activated when smoke or heat is detected.

- **Halogen Lights**

The use and possession of halogen lights are prohibited. Violation of this rule will result in the removal and confiscation of the halogen light from the room. The confiscated halogen lights will be returned to the students when they vacate the room.

- **Pets**

Pets and animals of any kind are not allowed on the premises. Students violating this rule will be asked to leave the residence hall or find their pet another home. Exceptions to this policy would be made as described by City and County, State and Federal ordinances, laws and rules, and regulations.

## 2) **Housing Violations and Sanctions**

Sanctions for housing violations will take the form of written warnings, community restitution hours, restitution/monetary fines, eviction from residence halls, and suspension or expulsion from HTIC. Restitution is the amount deemed necessary to repair or replace the damaged item (can include both intentional and accidental cases if it is determined that gross negligence was the primary cause of damage). Sanctions are issued at three levels depending upon the nature of the offense and the student's conduct record. Sanctions are determined by the Student Support Officer and Vice Chancellor for Academic and Student Affairs, or the Student Conduct and Grievance Board (for the composition of the Student Conduct and Grievance Board, refer to p. 72). Review and approval of the Executive Committee is required in cases of student probation, suspension, or expulsion. No housing refund will be given to students who are evicted from the residence hall, suspended, or expelled.

### **Level 1 Sanctions**

The following violations (or others similar to such) are considered Level 1 violations of HTIC's On-Campus Housing Rules and Regulations. These include, but are not limited to:

- Possession of pets
- Failure to adhere to the Visitor Policy guidelines
- Smoking outside of the designated smoking area on campus
- Moving residence hall furniture
- Leaving personal belongings in the residence hall hallways
- Noise violations
- Failure to adhere to the residence hall gender policy

The following sanctions are applied when the above are committed:

**1<sup>st</sup> Offense:** "Written Warning," with possible restitution and/or community restitution.

**2<sup>nd</sup> Offense:** "Final Written Warning" with fines.

**3<sup>rd</sup> Offense:** Disciplinary Probation with "Eviction" from the residence hall and possible fine, restitution, suspension or expulsion from HTIC.

### **Level 2 Sanctions**

The following violations (or others similar to such) are considered Level 2 violations of HTIC's On-Campus Housing Rules and Regulations. These include, but are not limited to:

- Vandalism of public or private property on the HTIC premises.
- Burning incense and/or candles

- Removing window brackets
- Releasing any items from windows, doors, or balconies.
- Smoking and the use of e-cigarettes, including vaping, within the building
- Possession of disallowed cooking devices
- Possession/consumption of alcohol
- Verbal assault or harassment of HTIC staff, faculty, security, cleaning crew, students, and/or guests
- Failure to adhere to the driving and parking policies
- Propping open exterior doors

The following sanctions are applied when the above are committed:

**1<sup>st</sup> Offense:** “First and Final Written Warning,” with fines.

**2<sup>nd</sup> Offense:** “Eviction” from the residence hall and possible fine, restitution, suspension, or expulsion from HTIC.

### **Level 3 Sanctions**

The following violations (or others similar to such) are considered Level 3 violations of HTIC’s On-Campus Housing Rules and Regulations. These include, but are not limited to:

- Tampering with safety devices such as fire alarms, smoke detectors, emergency exit markers, and sprinkler systems
- Possession and /or use of paraphernalia and/or illegal substances
- Possession and/or use of weapons of any sort, including replicas or facsimiles.
- Physical assault or harassment against HTIC staff, faculty, security, cleaning crew, residents, students, or guests.

The following sanctions are applied when the above are committed:

**1<sup>st</sup> Offense:** “Eviction” from the residence hall and possible fine, restitution, suspension, or expulsion from HTIC.

### 3) **Visitor Policy**

Conference Attendees and short-term program participants must abide by these same rules.

#### **Visitation Rules**

- A guest is defined as any person other than the registered occupant(s) of the residence hall. HTIC reserves the right to identify guests who are not allowed to visit HTIC.
- All guests must stop at the security desk in Building B and sign in upon arrival and sign out upon departure.
- The resident must come to the security desk to meet and escort his/her visitor(s).
- Visitors must be accompanied by their host at all times. Visitors who are unescorted will be asked to leave and may be banned from future visitations.
- Residents are responsible for informing guests of the Housing Rules and Regulations and are accountable for the actions of their guests while they are on HTIC premises.
- Visitation is a privilege that should not be abused. Your roommate has the right to privacy in his/her room; therefore, guests who come frequently and stay for prolonged hours may be an undue burden on your roommate. No one who is not an occupant of a particular room may visit that room between the hours of 11 pm and 7 am. Study gatherings and meetings held after 11 pm must be conducted in the designated common areas. Please be considerate.
- Residents having visitation problems should contact the Office of Student Services for

assistance. Residents whose guests commit any violation of the rules, policies, and procedures of HTIC will be held responsible for the behavior of their guest and subjected to similar penalties. Please keep in mind that you are responsible for your guests and their behavior.

- Visitors must leave HTIC grounds by the end of visiting hours.
- HTIC reserves the right to refuse visitation privileges to any prospective visitor.

### **Visitation Hours**

Guests are permitted in the residence hall between these hours:

Sunday - Thursday:	7:00 am -10:00 pm
Fridays - Saturdays:	7:00 am -11:00 pm
Evening prior to a holiday:	7:00 am -11:00 pm

### **Overnight Visitor Policy**

Guests are not allowed to stay overnight in a resident's room; however, special accommodations may be made only for family members who are visiting a resident. These guests will be allowed to stay in the residence hall on a space available basis for a fee. However, guests will not be permitted to exceed the current occupancy restrictions for the resident's room. For example, a guest will not be permitted to stay overnight in a two (2) person room along with the two (2) residents.

- The HTIC Housing Usage Application Form must be submitted to the Dorm Manager if the resident student wants his/her family members to stay in a room.
- The HTIC Housing Usage Application Form must be received no later than one (1) week prior to the arrival date of the guest(s).

The student is responsible for informing his/her guests of the Housing Rules and Regulations and is responsible for their behavior throughout their stay at HTIC.

#### **4) Keys**

- Each resident student will be given one room key card.
- Residents who become locked out of their rooms will be charged a lockout fee of \$20.
- Report any lost or stolen keys immediately to Security, Front Desk Services, and/or the Office of Student Services.
- Resident students must return these keys upon checkout or when moving to another room.
- Keycards will be renewed free of charge if the old key is returned. There will be a \$50.00 fee for replacing each lost keycard. And a \$10 fee for a broken key card if returned. In a case of a lost metal key, the actual cost for key replacement will be charged. See Front Desk Services in Building A for Assistance.
- Do not allow anyone to borrow or use your keys. You are still responsible for any loss or damage.
- Non-resident students can pay \$50.00 for a key card to access Building A during nighttime and weekend hours.

## **D. Residence Hall Room Usage Guidelines and Rules**

### **1) Room Maintenance and Care**

Students are responsible for keeping their rooms clean and are expected to immediately report any problems with or damage to the contents of the room. The maintenance and housing staff will enter and assess the room and its contents. Any costs required to repair, replace, or clean damage will be withdrawn from the housing security deposit. Students will be responsible for paying costs beyond the security deposit and replenishing the security deposit after any costs

have been incurred.

## 2) Equipment and Furniture

a) Each student will be provided with the following:

- Desk and chair
- Bed and mattress
- Closet and drawers
- Ladder

Students must maintain the original layout. Bed frames may not be moved. Removal, rearranging, alterations and/or modifications of furniture is strictly forbidden.

b) Each room is equipped with, and is the property of, HTIC:

- Refrigerator
- Air conditioner

c) Only removable, plastic adhesives should be used to attach decorations to the walls and doors. Tape, tacks, pins, nails and other hardware stuck in the wall and/or doors that leave holes or damage the interior paint shall result in a fine.

d) Students may not put stickers, signs, or spray-on frost/foams on residence hall windows.

e) Students may not display offensive material on their room doors or in the hallways.

f) Students may not hang any clothes or other articles from a room's windows, blinds, or sprinkler head.

## 3) Microwave Ovens/Cooking Devices

The following additional small appliances are allowed in the residence hall dining area:

- Rice cooker
- Electric kettle
- Coffee maker

## 4) Extension Cords and Surge Protectors

a) Extension cords are not permitted.

b) Surge protectors and power strips must be inserted directly into the outlet. Surge protectors must be approved by a national testing agency such as Factory Mutual or Underwriter's Laboratory (UL).

c) Never plug surge protectors into one another ("piggy-backing").

d) Do not plug more than one power strip/surge protector into a dual electrical outlet.

## 5) Other Items

a) Students are expected to treat the furniture in the residence halls with care.

b) Personal property, including but not limited to, surfboards, athletic equipment, shoes, and clothing, should not be placed or stored in the hallways or other common areas. HTIC is not responsible for the loss of any items inadequately stored or secured. These items will be removed and destroyed.

c) All trash is to be brought to the dumpsters and must be in garbage bags and secured. Empty boxes, large cartons, and other recyclable items must be placed in the proper bins.

d) Dorm students are not allowed to store non-dorm student items in the residence hall.

## 6) Cleaning

Students are responsible for cleaning their own rooms. Vacuum cleaners are available in the laundry area for student use.



**7) Periodic Maintenance and Safety Inspections, Checkout Inspection and Damage/Vandalism**

(by the Dorm Manager and Office of Student Services)

- a) Residence hall rooms will be inspected for damage at checkout time, and any costs of repair or replacement will be billed to the student.
- b) Students causing damage to rooms will be assessed the actual cost, including parts and labor, to restore rooms to the original condition. Students responsible for damaging rooms will face appropriate disciplinary action.
- c) Residence hall rooms must be cleared of all personal property at check out. HTIC does not accept liability for personal property left in rooms after checkout and reserves the right to dispose of such property at the occupant's expense.

**8) Preventive Maintenance**

Resident students will be required to vacate rooms during the interim period (winter break) so that maintenance and cleaning may be done. Students will be notified of any damages found and the costs to repair, replace, or clean the damage will be assessed to the student's account.

**9) Meal Plans**

Resident students will have the option of choosing from three (3) different meal plans. Meal plans are mandatory. No refund is available.

**E. Emergency Evacuation Procedure**

- If you detect a fire, immediately notify the Security Desk at (808) 983-4102.
- When the alarm sounds, all residents and their guests must evacuate the building.
- Do not use the elevators! Use the emergency stairwells.
- Upon exiting the building, proceed to the emergency evacuation designated site.
- Students are not allowed back in the building until given the "all clear" by a Security Staff member or HTIC Staff/Faculty member.

## **Supplementary Section C: DISCIPLINARY ACTION POLICY REGARDING DRUGS AND ALCOHOL**

The use, possession, or being in the presence of any illegal drugs, substances, and/or drug paraphernalia anywhere on the HTIC campus or property, including the HTIC residence hall, is prohibited. Any student found in violation of this drug policy will be subjected to disciplinary action. Any student(s) violating the drug policy will be required to vacate the residence hall immediately, without refund. The use or possession of alcohol (beer, wine, spirits, etc.) and alcoholic containers in the residence hall, regardless of the student's age, is prohibited. Any student who resides in the HTIC residence hall found in violation of this alcohol policy will be subjected to disciplinary action. Alcohol violations will be subject to appropriate disciplinary action, as recommended by the administration.

## **Supplementary Section D: PARKING POLICIES AND REGULATIONS**

### **A. Parking Privileges**

Students, faculty, and staff are provided access to unassigned parking free of charge. However, there is a \$50 refundable deposit fee for the parking tags. All vehicles must be registered with the College for security purposes. Student parking privileges are for Liberal Arts students only. Those students must hold a valid U.S. driver's license, have his/her car registered, and have car insurance.

### **B. Parking Rules and Regulations**

- Employees and students may park only one vehicle at any given time.
- Vehicles with leaking fluids or other hazardous problems will be issued a warning citation.
- Individuals owning such vehicles and who fail to repair the problem will have their parking privileges revoked.
- Car parts, personal belongings, or other miscellaneous debris may NOT be left in the parking lot.
- Warnings will be given to individuals violating any of the rules listed herein and parking privileges may be revoked if such warnings are disregarded.
- Unauthorized vehicles and those vehicles that seem to be abandoned are subject to be towed at the owner's expense.
- Employees or students leaving their car in the parking lot for a long period of time (during term breaks or vacations) should notify the Front Desk Services of their intent to do so and provide a date of return.
- Vehicles may not park in the loading areas in the front or back of the buildings for more than twenty minutes or as allowed by security. The fire lane must remain clear at all times.
- No loud music in cars after entering or before leaving the parking lot.
- Hawaii Tokai International College does not assume any liability for any loss or damages you may sustain to your vehicle or its contents while parked in the HTIC parking lot.
- HTIC reserves the right to make changes deemed necessary to the overall parking policies and regulations. Changes will be announced to all concerned.

### **C. Bicycles, mopeds, and motorcycles:**

- These vehicles may park only at the designated racks located in various areas on campus. No bicycles are allowed in the building.
- These vehicles must be registered with the Student Support Officer. Owners will be given a sticker permit to place on their vehicle. HTIC is not responsible for any lost, stolen or damaged vehicles.



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