

**MEMORANDUM**

DATE: October 21, 2019

TO: Susan Kazama  
Interim VCAA, Honolulu Community College

Dean Jennifer Higa-King  
University College, Honolulu Community College

FROM: Alapaki Luke  
Chair, Kūlana Hawai'i: Hawaiian Programs Division  
Honolulu Community College

Signature Redacted

SUBJECT: Fall 2019 Semester, CRN 20156 HAW 261

**ACTION REQUESTED**

- DL designation was approved for HAW 261 in August of 2019 by the Diversification Sub-board, to be effective Fall 2020. The Honolulu Community College 2019-2020 College Catalog course description on page 216 (attached) shows the "DL" designation for HAW 261 (See attachment- Catalog p216 HAW 261).
- This memo is a request to apply the "DL" designation to CRN 20156 HAW 261 for the Fall 2019 semester only since it appears in the current catalog as a DL designation. Additionally, there are students currently registered for the course that may have the understanding that the course can be counted as a DL. Corrections to a student's academic record must be done manual as diversification cannot be built into STAR by semester.
- This memo also requests that an addendum be generated to take out the "DL" designation from the Honolulu Community College 2019-2020 College Catalog course description for HAW 261 found on page 216.
- A copy of this memo will be distributed to Academic Counselors and will serve as authorization for Academic Counselors to count CRN 20156 HAW 261 as a DL for students registered in this course for graduation purposes.

Approve/ Disapprove  
Signature Redacted

Susan Kazama, Interim VCAA

Approve/ Disapprove

Signature Redacted

Jennifer Higa-King, Dean University College