



July 8, 2014

**MEMORANDUM**

**TO:** Chancellors

**FROM:** David Lassner  
President

**SUBJECT: STAR AS THE OFFICIAL ARBITER OF DEGREE COMPLETION  
EFFECTIVE FALL 2015**

STAR, developed by UH Mānoa with the support of the UH System, is the official systemwide degree audit system. STAR is available to all UH students and informs them of their progress in meeting degree requirements.

Currently, students have a variety of ways to obtain degree plans: STAR, program advising sheets, advisors, catalogs, etc. Unfortunately, the information from these various sources may at times be inconsistent and create confusion for students and advisors, particularly for the many students who matriculate at more than one UH campus.

Recognizing the need for one consistent source of information, at a systemwide meeting with all ten UH campus chancellors on August 23, 2012, it was agreed that STAR shall be the official repository of requirements for all associate and bachelor's degrees. This decision has not been widely communicated and embraced throughout our campuses, so on June 16, 2014, the UH Officers reaffirmed that decision and recommended more direct and specific communication, which this memorandum provides.

Effective Fall 2015, STAR will be the definitive source by which campuses will determine if classified, degree-seeking undergraduate students have met the degree requirements for graduation. Students will be able to rely fully on the information provided in STAR for their degree requirements and will be held harmless should any incorrect information in STAR negatively impact their progress to graduation. STAR has already been approved for use in the automatic conferral of certificates earned at UH Community Colleges and must be completely embraced as the definitive source of information on degree requirements for all students seeking a single degree at any UH campus.

The use of STAR as the official arbiter of their degree requirements will not be required for Fall 2015 for students concurrently earning more than one undergraduate degree. This requirement will be addressed at a later date.

The impact and necessary steps will vary from campus to campus depending on how much work has already been completed. At a minimum, during AY 2014-2015 all campuses will need to:

- Ensure that all undergraduate degree requirements are available in STAR and that all rules for each degree are up-to-date. To assist in this update, a list of the degrees not yet available in STAR is attached.
- Complete transfer credit evaluations in a timely manner.
- Input program exceptions, i.e. waivers and substitutions, into STAR in a timely manner.
- Implement a process for resolving any discrepancies in a timely manner.
- Establish campus deadlines for program and curricular changes to ensure that accurate rules are in place at the time of the annual campus update of STAR rules.
- Actively communicate to students, advisors, staff and faculty that STAR is the official degree audit system for UH degree requirements.

If there are any questions about this decision or the necessary steps on your campus, please contact Joanne Itano, Interim Executive Vice President for Academic Affairs, at 956-6897 or [itano@hawaii.edu](mailto:itano@hawaii.edu).

Attachment

c: Vice Presidents

Council of Chief Academic Affairs Officers

Council of Chief Student Affairs Officers (via Jan Javinar)

Academic Advisors and Transfer Network (via Susan Nishida)

Registrars (via Russell Chan)

Ron Cambra, Assistant Vice Chancellor for Undergraduate Education, UH Mānoa

Gary Rodwell, Director of Advanced Technologies, UH Mānoa

**All Live Degree Programs in STAR for 2013-2014**

Campus	Degree Programs Percent Live in STAR	Degree Programs Live in STAR	Degree Programs Total	Degree Programs (with conc) Live in STAR	Degree Programs (with conc) Total
Hawaii CC	96%	23	24	25	27
Hilo	100%	37	37	61	61
Honolulu CC	89%	25	28	29	33
Kapiolani CC	100%	20	20	31	31
Kauai CC	100%	14	14	16	16
Leeward CC	100%	13	13	22	22
Manoa	100%	93	93	182	182
Maui College	100%	22	22	31	31
West Oahu	100%	6	6	26	26
Windward CC	100%	4	4	5	5
All Campuses	98%	257	261	428	434

**Notes:**

Reflects live STAR programs for catalog year 2013-2014 (as of 06/10/14)

Excludes certificates, minors, double majors, double concentrations, non-graduating programs, STAR only concentrations

**Programs Not Live in STAR for 2013-2014**

Campus	Banner Program Description
Hawaii CC	AS-Natural Science-Biological
Hawaii CC	AS-Natural Science-Physical Sc
Honolulu CC	AAS-Industrial Education-Hon
Honolulu CC	AS-Natural Science-Biological
Honolulu CC	AS-Natural Science-Physical Sc
Honolulu CC	AAS-Sht Metal & Plastics-Hon