Section 5-1 Instructional and Research Programs

a. Program Approval

(1) The Board approves the establishment or termination of all instructional and research programs upon recommendation by the President. This includes new centers, schools, and grouping of courses or academic units towards a credentialed objective. The Board shall be consulted in determining whether programs fall under this policy. (Jan. 13, 1966; Oct. 20, 1978; am: Oct. 18, 2002)

(2) New/Established Programs. All proposals to establish new programs shall be consistent with the institution’s mission and must be high on the list of academic priorities as enunciated in its academic plan. Proposals are presented according to a schedule and in a format prescribed by the President, providing for sufficient time for faculty review. The schedule shall provide that proposals for new programs that require the budgeting and acquisition of new resources shall be submitted to the

Section 5-1 Instructional Programs (Policy should focus on instruction and research might be a separate policy)

a. Program Approval

(1) The Board approves the establishment or termination of all instructional programs for credit upon recommendation by the President. Instructional programs lead to a degree or a certificate and include new courses or courses that are not currently offered within or among existing Board authorized academic programs. (Jan.13, 1966; Oct. 20, 1978; am: Oct. 18, 2002)

(a) The President approves the granting of certificates within existing instructional programs. This authority may be further delegated.

(2) New Programs. All proposals to establish new programs shall be consistent with the institution’s mission.
Board for its approval with sufficient lead time to make the necessary adjustments to the Regents’ budget. New programs, once approved, shall have provisional status during the period of their first full cycle. In confirmation and clarification of existing practice and policy, no tenure appointments or tenure commitments shall be made in the programs during this provisional status.

(3) Each new program approved for establishment by the Board will be reviewed at the end of its first full cycle as prescribed by the campus review program and a report of this review shall be made and submitted to the President in a prescribed program evaluation format. Recommendations by the President for approval by the Board of Regents will include the results of the campus review. Following its review, the Board will determine whether the program is to be continued or terminated.

(4) Programs approved for continuation shall be granted "established" program status. The President is delegated the authority to approve the granting of certificates within existing instructional programs. However any changes to a program once granted established status or deviations from the original intent, purpose, or design of the program must be approved by the Board. New certificate, associate, master's, and supplementary programs normally have a cycle of two years or less, and shall be reviewed after the completion of the second year. Baccalaureate doctoral degree programs and research programs have a longer cycle and shall be reviewed after the completion of the fourth year. All new programs which are not reviewed by the campus in the year following the completion of the first cycle will be automatically terminated.

(5) No established program shall be used for any other purpose.

(3) Provisional Programs. New programs, once approved, shall be considered provisional during the period of their first full cycle, defined as 150% of the proposed length of degree (e.g. 2 years for certificates, 3 years for a two year associate degree, 6 years for a bachelor’s degree, 3 years for a masters degree and XX years for doctoral programs).

Each new program will be reviewed at the end of its first full cycle. The request to the Board for established status shall be submitted before the end of the following academic year. Campuses may request and the President may grant a one-year extension for provisional programs.

The recommendation by the President for approval by the Board of Regents will include the results of the program review. Following its review, the Board will determine whether the program is to be continued or terminated. All new programs that are not reviewed by the campus in the year following the completion of the first cycle will be automatically terminated. Terminated programs will be stopped in a manner ensuring that all matriculated students will graduate provided they proceed in a timely manner.

During the period in which a program is provisional, faculty for this program may be hired into a tenure track position and undergo the tenure review process as described in UHPA Contract. Tenure will be granted when the program is established. (similar to conditional tenure for foreign national faculty)

(4) Established Programs. New programs approved by the Board for continuation shall be granted "established" program status. Any substantive changes to a program once granted established status or deviations from the original intent, purpose, or design of the program must be approved by the Board.
b. Review of Established Programs.

(1) All established programs at UH-Manoa, UH-Hilo, and UH-West Oahu shall receive an in-depth review every seventh year unless otherwise stipulated by the Board. Established programs at the Community Colleges shall be reviewed on a five-year cycle unless otherwise stipulated by the Board. Should it be determined, in consultation with the Board, that a program had undergone significant changes since its establishment, a shorter review cycle may be invoked. In such cases, the program shall be subject to an in-depth review. Each campus shall develop its own five or seven-year program review schedule and submit an updated version annually to the Office of the President. The reviews required by these schedules shall be submitted annually to the Office of the President as they are completed, but in no case later than December 31 in the year following the academic year in which they are scheduled. The in-depth program reviews shall be submitted in the prescribed program evaluation format.

(2) Reviews of particular programs may be undertaken at any time as deemed necessary by the faculty, administration, or Board. The President may authorize Chancellors to approve a program stop-out (a halt to new admissions to

(5) The President or designee is responsible for maintaining an official inventory of all Board established degrees and certificates.
the program) for not more than two years in conjunction with a special study. An admission stop-out in excess of two years requires the President’s approval. The Board shall be provided a report on all programs stopped-out

(3) Provisional and established programs deemed out-of-date or non-productive may be terminated by the President in consultation with the Board, following a stop-out of the program by the administration. Commitments to students already officially enrolled in such programs shall be met but no new program admissions shall take place. (Feb. 8, 1973; March 18, 1983; Nov. 22, 1991; am: Oct. 18, 2002)

c. Naming of Programs. (Cross reference Section 11-4)

Programs are given a name at the time they are approved by the Board. Thereafter, the President may approve changes in the functional names of academic programs and credentials as may become necessary to remain current with the terminology and focus of their fields, provided that no program shall be given a name to honor a person without approval of the Board. (Note: A list of current instructional programs for degrees and certificates approved by the Board is maintained by the Office of Planning and Policy.) (Am: Oct. 18, 2002)

d. Termination of Programs

Provisional and established programs deemed out-of-date or non-productive may be terminated by the Board of Regents upon recommendation by the President. Commitments to students already officially enrolled in such programs shall be met but no new program admissions shall take place. (Feb. 8, 1973; March 18, 1983; Nov. 22, 1991; am: Oct. 18, 2002)

d. Naming of Programs. (Cross reference with BOR Policy 11 Miscellaneous - Section 11-4 Naming of Campus Improvements and Academic Programs.)

Programs are given a name at the time they are approved by the Board. Thereafter, the President or designee may approve changes in the functional names of academic programs and credentials as may become necessary to remain current with the terminology and focus of their fields and involving no substantive change in the program or service group. However, no program shall be given a name to honor a person without approval of the Board.

(Note: A list of current instructional programs for degrees and certificates approved by the Board is maintained by the Office of Planning and Policy.) (Am: Oct. 18, 2002)

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<td>a. This sections establishes a common system-wide academic calendar in order to facilitate student planning, cooperative programs among campuses, and to simplify student and faculty movements among institutions. The President shall provide an academic schedule to all campuses at least two years prior to the commencement of the schedule’s first academic year.</td>
<td>a. This sections establishes a common system-wide academic calendar in order to facilitate student planning, cooperative programs among campuses, and to simplify student and faculty movements among institutions. The President shall provide an academic schedule to all campuses at least two years prior to the commencement of the schedule’s first academic year.</td>
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b. The academic year for the University of Hawai‘i at Mānoa (with the exception of the John A. Burns School of Medicine), Hilo, West Oahu, and the Community Colleges is composed of:
   (1) Two fifteen-week semesters of instruction;
   (2) A final examination or evaluation period after the instructional period that may include study days; and
   (3) A registration, advising and orientation period preceding the opening of instruction sufficient to meet individual campus needs.

c. All campuses of the UH System shall adhere to a common first day of instruction each semester and observe holidays established by law. Campuses may set internal dates for registration, examinations, study days, and commencement. Each campus schedules summer sessions according to individual campus objectives. Summer credit offerings must be equivalent to the fifteen-week semester standard. Collective bargaining contracts govern duty periods for faculty and staff during the academic year. (June 10, 1970; Oct. 19, 1990; am: Oct. 18, 2002)

d. The President or designees is authorized to approve calendars for inter-terms and other terms that deviate from the regular academic year. In all cases, the calendar will provide sufficient time for instruction and examination as recommended or required by regional and professional accrediting bodies. (Ad: Oct. 18, 2002)

Section 5-7 Instruction

a. Graduate Programs. All graduate programs shall be established, terminated and reviewed in accordance with Board policy.

   (1) The parameters within which graduate programs may be offered are as follows:

Section 5-7 Graduate Programs

a. All graduate programs shall be established, terminated and reviewed in accordance with Board policy.

   (1) The parameters within which graduate programs may be offered are as follows:
(a) The University of Hawai'i at Mānoa will remain the only public research University campus in the State. It will continue as the only University of Hawai'i campus that offers the doctoral degree, degrees in law and medicine, and a comprehensive array of master's degrees and undergraduate curricula.

(b) While undergraduate education will continue to be its major emphasis, the University of Hawai'i at Hilo may be authorized to offer master's programs in selected areas in which sufficient State needs exist or in which the Island of Hawai'i has a competitive advantage. Such programs may be offered in conjunction with the University of Hawai'i at Mānoa or solely by the University of Hawai'i at Hilo.

(c) The University of Hawai'i at Mānoa and the University of Hawai'i at Hilo shall each be authorized a graduate division. The responsibilities of these divisions are specific to these campuses and include the evaluation of all graduate programs, the supervision of graduate admissions and records, and the establishment of standards, requirements, policies, and procedures for the conduct of graduate programs and the offering of graduate courses and degrees. The Mānoa and Hilo administration shall ensure the appropriate involvement in these matters of faculty, staff, and students. (Am: Mar. 14, 2003)

(d) The President is delegated authority to establish administrative policies and procedures that may be needed to implement this Board of Regents Policy. (May 12, 1977; Sept. 20, 1991; am: Oct. 18, 2002)

(2) Criteria for evaluation of graduate programs are as follows:

(a) The University of Hawai'i at Mānoa will remain the only public research University campus in the State. It will continue as the only University of Hawai'i campus that offers degrees in law and medicine. It also offers a comprehensive array of doctoral, master's and undergraduate degrees.

(b) While undergraduate education will continue to be its major emphasis, the University of Hawai'i at Hilo may be authorized to offer master's and doctoral programs in selected areas in which sufficient State needs exist or in which the Island of Hawai'i has a competitive advantage.

(c) The University of Hawai'i at Mānoa and the University of Hawai'i at Hilo shall each be authorized a graduate division. The responsibilities of these divisions are specific to these campuses and include the evaluation of all graduate programs, the supervision of graduate admissions and records, and the establishment of standards, requirements, policies, and procedures for the conduct of graduate programs and the offering of graduate courses and degrees. The Mānoa and Hilo administrations shall ensure the appropriate involvement in these matters of faculty, staff, and students. (Am: Mar. 14, 2003)

(d) The President is delegated authority to establish administrative policies and procedures that may be needed to implement this Board of Regents Policy. (May 12, 1977; Sept. 20, 1991; am: Oct. 18, 2002)

*deleted (2) criteria, this level of detail should be in executive policy*
(a) The direct relevance of the contribution of the field of study to the professional economic, social, occupational and general educational needs of Hawai'i.

(b) A "national needs factor" that emphasizes the direct relevance of the contributions of the field of study to national needs and where Hawai'i and the University have unique or outstanding resources to respond with quality.

(c) An "international needs factor" that emphasizes the direct relevance of the contributions of the field of study to international needs and where Hawai'i and the University have unique or outstanding resources to respond with quality.

(d) An educational needs factor that indicates the direct relevance of a field of study to basic educational needs for which there is a demand by Hawai'i's population.

(e) The relevance of a field of study as a necessary supporting discipline for quality programs identified by the above criteria.

(f) A qualitative assessment of the program in relation to competing demands for resources by new programs and continuing programs. Such assessment will include among other information, program reviews, student performance and placement, accreditation reports, and faculty resources.

(g) An assessment of productivity and cost/benefit considerations within the overall context of campus
and University "mission" and planning priorities. (May 12, 1977)

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<tr>
<th>Section 5-8 Academic Degrees, Diplomas and Certificates.</th>
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<td>a. Degrees, diplomas and certificates will be granted by the Board upon successful completion of prescribed programs of study. The Board may delegate such authority to the President or designee who shall also responsible for maintaining an official inventory of all Board established degrees, diplomas and certificate programs. (Jan. 13, 1966; Oct. 20, 1978; am: Oct. 18, 2002)</td>
</tr>
<tr>
<td>(1) The University of Hawai‘i program certificates (degrees, diplomas, and certificates) that are authorized by the Board are conferred by the Regents of the University of Hawai‘i. To the extent deemed feasible and desirable, these certifications shall have a uniform format and be consistent in their use of official institution/campus names and signatures of certifying officials (according to guidelines adopted by the University Administration).</td>
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<td>(2) The President is authorized to award and present Board conferred degrees, diplomas, certificates of completion, subject area certificates, minors, and similar credentials that utilize existing courses. This authority may be further delegated to the Chancellors. Certificates which are the sole credential in an instructional area, which establish a new instructional area, or which require new resources must be approved by the Board. (April 20, 1978; am: Oct. 18, 2002)</td>
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<td>(3) The President is delegated the authority to make changes in the names of instructional programs and credentials to maintain consistency with current academic usage, provided</td>
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<td>b. The Board may delegate such authority to the President or designee. (Jan. 13, 1966; Oct. 20, 1978; am: Oct. 18, 2002)</td>
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<td>c. To the extent deemed feasible and desirable, diplomas shall have a uniform format and be consistent in their use of official institution/campus names and signatures of certifying officials (according to guidelines adopted by the University Administration).</td>
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<td>d. The President is authorized to award and present Board conferred degrees and certificates, and other similar credentials that utilize existing courses. This authority may be further delegated to the Chancellors. (April 20, 1978; am: Oct. 18, 2002)</td>
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Section 5-10 Distance Learning

(Note: This section replaces former policy on Outreach Instruction as last amended on March 5, 1981. Cross reference: Administrative Rule for tuition and fees for outreach non-credit programs and offerings.)

a. Distance learning refers to educational programs and activities designed to serve clientele other than regular on-campus students and/or deliver such courses and programs in ways and/or at times and locations suited to the needs and convenience of those to be served. Distance learning includes telecommunications-assisted and/or off-site instruction. Distance learning may involve credit courses at the graduate, post-baccalaureate, and undergraduate levels, and/or noncredit, professional, and community service courses.

b. The primary purpose of distance learning is to extend the University's rich array of quality instructional resources to students anywhere in the state who are committed to higher education but are constrained by diverse factors which prevent their participation as regular on-campus students at the UH campus offering their program of choice. The University of Hawai‘i is committed to a vigorous distance learning and instructional effort to equalize, as far as possible, higher educational opportunity in all parts of the state. As such, distance learning is an integral part of the mission and a primary responsibility of every campus in the UH system.

c. Distance learning also has the potential to support the entrepreneurial goals of the University as well as to support the University's mission beyond state boundaries. Distance learning outside the state will strengthen the University's Asian/Pacific focus and support the University's position as...
the premier institution of higher education in the Pacific Basin. As important as efforts are to extend distance learning beyond the state boundaries are to the vitality of the University, they will not take precedence over the primary commitment of distance learning to provide increased access to post-secondary education to the residents of the State of Hawai‘i.

d. A fundamental requirement for distance learning is that the quality and standards of such courses and programs be comparable to other instructional programs of the University. Distance learning regular credit courses and programs result in learning outcomes appropriate to the degree or certificate to be granted and are of equal rigor and breadth as those required of on-campus programs. Mechanisms for the planning, delivery, and evaluation of distance learning programs should assure the maintenance of standards and quality. It is the responsibility of faculty to establish or approve standards that apply to all instructional programs of their campus, and to apply those standards to on and off-campus programs in the process of program review.

e. The University's on-going goal is to offer distance learning credit instruction in Hawai‘i at a cost to the student similar to charges for regular on-campus instruction. Applicable nonresident tuition applies for courses delivered outside the state unless superseded or supplemented by special credit course or other fees approved by the President.

f. Non-credit instruction, professional workshops, and similar instructional services should not be subsidized by fees generated by credit instruction, but rather, at a minimum, should be fully self-supporting by fees and tuition charged, plus any requested general fund support appropriated, allocated, and budgeted to support specific non-credit offerings. Similarly, at a minimum, cost recovery is expected
of courses and programs delivered to students outside the State of Hawai‘i.

g. The University administration is responsible for developing, updating as needed, and promulgating detailed policy and procedures to articulate and implement the philosophy and provisions of this Board of Regents' policy on distance learning. (ad: June 19, 1998; am: Oct. 18, 2002)

Section 5-12 General Education.

a. Purpose: General Education is an essential segment of comprehensive postsecondary education programs, an important component of specialized programs, and is recognized as contributing significantly to the growth and development of students in all undergraduate offerings both credit and noncredit.

b. Requirements (General Education and Core): It is the Board of Regents' policy that all University of Hawai‘i campuses offer a recognizable core of general education based on a philosophy and rationale that are clearly stated and appropriate for each credential or cluster of credentials offered. All unit general education and core requirements shall be approved by the Board and any changes in concept or principle must receive prior Board approval. At a minimum, general education introduces the content and methodology of the major areas of knowledge--the humanities, the fine arts, the natural sciences, and the social sciences. General education develops the intellectual skills and social attitudes that will help students become effective learners, workers, and citizens. Also, general education programs provide opportunities for all students to develop and demonstrate competency in communication and quantitative skills, critical analysis of data and argument, and appreciation of cultural diversity. Units' overall plans for general education are developed cooperatively by faculty and administrators.

Less detail, defer to accrediting body

Must have Gen Ed, must conform to accreditation standards.
and approved by the Board of Regents. Detailed general education requirements are clearly and accurately described in official campus publications. (Board-approved core and general education plans for the respective units are made a part of this section and located at the end of this chapter.)

c. Campuses may provide for general education requirements through admission prerequisites or the transfer of degree and/or credit arrangements. General education may be taught in different ways but in all cases should be taught by individuals who are qualified in the subject being taught. (ad: July 22, 1994; am: Oct. 18, 2002)

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<td>a. The University of Hawai‘i, as a comprehensive state-wide system, offers instruction in a wide variety of programs located at campuses on each of the major islands. As a unified system of postsecondary education, it is important that the maximum degree of coordination and cooperation exist among campus instructional units in order to ensure for the efficient utilization of available resources. This coordination and cooperation can offer wide opportunities to residents of Hawai‘i by permitting them to start their education at one campus and, through productive study in a planned program, succeed in achieving their educational objective by graduating from another campus.</td>
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<td>b. It is the policy of the Board of Regents that those students who can benefit from transfer and who desire to meet their educational goals by transfer are assisted through appropriate counseling and advising, and efficient student and course transfer procedures. The transfer experience should be made as simple and predictable as possible. Unreasonable institutional barriers to transfer should be eliminated.</td>
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<td>c. All University and campus policies and practices affecting student and course transfer shall be periodically reviewed to ensure that they are founded on sound academic principles and designed and implemented in a manner which facilitates the smooth flow of students towards successful completion of their postsecondary educational goals.</td>
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<td>d. It is delegated to the President of the University of Hawai to: (1) promulgate new and/or revised executive policies that carries out the intent of this Board policy, insuring for full consultation with campus and faculty governance bodies in the process; and (2) periodically provide the Board with a report as to the status of student and credit transfer within the University of Hawai. (ad: July 22, 1994; am: Oct. 18, 2002)</td>
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**Deleted:** d. It is delegated to the President of the University of Hawai to: (1) promulgate new and/or revised executive policies that carries out the intent of this Board policy, insuring for full consultation with campus and faculty governance bodies in the process; and (2) periodically provide the Board with a report as to the status of student and credit transfer within the University of Hawai. (ad: July 22, 1994; am: Oct. 18, 2002)