

University of Hawai‘i
Procedures for Distance Learning Course, Program, and Degree Requests
Requiring Use of System-wide Resources

1. New Distance Learning Degree Programs

- The Master Scheduling Group (MSG) allots system-wide resources, such as ITV scheduled time blocks.
- Submit “*Proposal to Offer Distance Learning Program or Degree*” to the MSG 18-24 months prior to planned offering. **URL**
- Academic degree programs will work with an MSG assigned coordinator to complete and request approval using the form -- “*UH Planning Requirements and Proposal for Distance Learning Programs, Degrees, and System-wide Resources*”, 12-18 months prior to offering. **URL**

2. Current-Program Initiated Revisions

- MSG-allocated programs that wish to request a change must submit the request to the MSG. MSG will work with ITS and receive sites to determine capability of receive sites to provide required facilities, staff and resources. Examples of changes include:
 - Receive site additions
 - Origination site changes
 - Days/times of ITV delivery schedules
 - Extended program cycle.
- Guidelines
 - Access is the number one priority.
 - Convenience may be accommodated, if the receive site(s) has staff to guarantee on-going technical, academic, and student service support.
 - The academic program must integrate change into the distance learning program’s planning and decision-making.

3. Renewal of Existing Programs

- MSG-allocated programs that wish to renew the offering of an existing program must submit an updated request to the MSG.
- The offering of the program will be subject to the same criteria as other programs.

4. Independent Course Requests: Not Part of an MSG-Allocated DL Program

- ITS may accommodate requests on a semester-by-semester basis without MSG approval AFTER MSG-allocated programs have been scheduled. A copy of the “*Proposal to Offer Distance Learning*” form will be filed with the MSG.
- Guidelines
 - Priority is given to pre-requisite courses in system-wide offered programs; and intercampus collaborative initiatives.