

**University of Hawai'i**  
**PLANNING REQUIREMENTS AND PROPOSAL FOR DISTANCE**  
**LEARNING PROGRAMS AND RESOURCES:**  
**CREDIT, NON-CREDIT, CERTIFICATES, AND DEGREES**

(This completed form and attachments are due to the Office of the Vice President for Academic Affairs, 12-18 months prior to proposed program delivery.)

For official use only:	
Date received:	DL Coordinator Assigned to Program:
Response sent:	

**Offering Campus:**

**Program:**

**Department/College:**

**Dean of College or Chief Academic Officer:**

**DL Coordinator:**

**Phone:**

**Email Address:**

**Proposed Program Start Date:**

**Proposed Program End Date:**

**Proposed Receive Sites:**

- UH Mānoa
- UH Hilo
- UH Center at West Hawai'i
- Maui Community College
- MCC Hana Education Center
- MCC Lāna'i Education Center
- MCC Moloka'i Education Center
- Leeward Community College
- Leeward Wai'anae/Nanakuli Education Center
- Honolulu Community College
- Kapi'olani Community College
- Kaua'i Community College
- Hawai'i Community College (not online with mpeg2 ITV service)
- Windward Community College (not online with mpeg2 ITV service)

**Total projected enrollments for all sites, including origination campus:**

**Minimum**

**Maximum**

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Dates of past iterations	
Number of graduates in each iteration	
Are students admitted as space is available?	

**PROVIDE THE FOLLOWING REQUIRED INFORMATION:**

- SECTION A: Schedule of Courses for Program Completion, Include Pre-Requisite Courses**

**ITV course offerings by semester: include Course Alpha and Number, Name of Course, origination if differ from above):**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>

- SECTION B: Demonstrated Need for Program**  
Examples of NEED might include

- ❑ State, county, and community workforce and economic development forecasts, and social needs and goals
- ❑ Program not available from UH campuses in the receiving communities.
- ❑ Availability of proposed courses/program in each receiving location and alternatives to distance delivery.
- ❑ Interest and number of qualified applicants.
- ❑ Niche market analyses.

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- ❑ **SECTION C: System-wide and Inter-campus Collaboration**  
 The extent of inter-campus and system-wide collaboration shall be described sufficiently to demonstrate campus, college, departmental, and faculty/staff commitment to the program. Possible criteria for assessing the extent of collaboration include but are not limited to:
  - Description of inter-campus/inter-departmental participation and roles in planning efforts;
  - Intended roles and responsibilities of various staff, faculty, departments, and campuses including, for example, receive site student service offices, libraries, computer/media labs, financial aid offices (i.e., list of contacts);
  - Inter-campus, joint course offerings;
  - Description of campus and departmental resource contributions or efforts to acquire required resources;
  - Description of intended procedures to address student needs.

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❑ **SECTION D: Academic and Student Support Services**

Service required	Describe how the service will be provided
Pre-program student orientation	
Specialized software, or equipment	
Specialized library information databases, reserve materials, instructional services	
Exam proctoring	

Tutoring	
Other	

**SECTION E: Program Approval and Quality Assurance**

1. Distance learning programs are subject to approval as specified in Executive Policy 5.205.
2. Departments or colleges/campuses are responsible for program review and curriculum oversight (including student course assessments) and for ensuring that all applicable accreditation requirements are met.
3. WASC substantive change approval is required prior to the start of a program. A substantive change is one that may affect the **nature, quality, objectives, scope or control** of an institution or an institution's program. For examples see Sub Change guidelines – [www.accjc.org/dislearn.htm](http://www.accjc.org/dislearn.htm) (Junior Commission) and [www.wasc.web/senior](http://www.wasc.web/senior) (Senior Commission).

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**Program Approved by MSG?**

**Amendments to the Program ITV resource request (list here):**