

As the number of non-traditional accredited external providers increases, there will be requests to transfer credits earned via competency-based and other non-traditional instruction to regular UH credit programs. These are academic decisions that will be addressed by the appropriate academic entities on each campus.

Arrangements facilitating Hawai'i's participation in the Western Governors University continue to evolve. The University of Hawai'i will continue to play a lead role in this new venture.

Action Items:

1. The President will promulgate a separate executive policy for implementing the Board delegation of authority relating to credit course fees.
2. All campuses will address the transfer of competency-based and other non-traditional instruction. UH-West O'ahu and the UH Community Colleges will continue to take lead responsibility for facilitating alternative mechanisms for granting credit including assessment of prior learning options.

H. Special Assistance to Students and Enrollment Reporting

1. Financial aid. Current procedures make it difficult to verify enrollment for financial aid purposes. A UH system-wide consortium agreement that allows credits from multiple campuses to be counted toward a student's program will facilitate financial aid eligibility. Attachment 5 includes a consortium agreement for financial aid purposes.
2. Disability Access. Reasonable modifications will be made to facilitate access to University of Hawai'i distance learning programs and services by all qualified students with disabilities. Originating and receiving sites (along with their respective disability service programs) will work together to provide appropriate auxiliary aids and services to those with documented disabilities. It is noted that, although distance learning often breaks down traditional barriers of time and space, technological advances place new and unforeseen demands on communication. Every reasonable effort will be made to ensure that communication with persons with disabilities is comparable to communication with others.
3. Common student registration system. A desirable function for the new system-wide student registration and information system is a university-wide transcript database. This and other common functions will help improve support for distance learners.

4. Enrollment reporting. As a general policy, the University of Hawai'i will prepare enrollment reports that serve the two basic purposes described below. Campus enrollment and registration practices may have to be modified to facilitate implementation of this policy; timing of various changes is dependent on the establishment and systematic reporting of common data elements.
 - a. Assign headcount and course enrollment information to the unit awarding the credit and/or offering the credential. In this case, distance learning enrollment information for classified students is incorporated into regular enrollment reports in the same way it is when instruction takes place entirely on-site at the home campus. This information will provide a complete picture of the instructional activity of the originating college/school.
 - b. Display enrollment, course, and related information by distance learning support units (e.g., University Centers, UHM Outreach College, etc.) that facilitate distance learning enrollments and courses. This information will help answer questions such as: How many people were served by the University Center on Maui? By the UHM Outreach College?

Distance learning enrollment reporting described above requires the capacity to prepare duplicated and unduplicated counts. Thus, in addition to the usual demographic and course information collected, data is collected by receive and originating site and by mode of delivery. Other data elements may also be required.

For enrollment reporting purposes, distance learning data must be identifiable within the student registration and course information databases. At the same time, campuses ensure that documentation on official transcripts honors the fundamental University of Hawai'i policy that the quality and standards of distance learning are comparable to those of other instructional programs of the institution.

5. Other areas. Other system-wide policies and practices that will assist distance learning students include: drop, withdrawal, and "depart without notice" practices; on-campus residency for purposes of degree completion; and common class-start and class-end times.

Action Items:

1. OVPPP convened a committee of financial aid officers, registrars, and other student services personnel who prepared a consortium agreement that allows cross-campus registrants to count appropriate credits from multiple campuses within the UH system toward full-time or part-time status for financial aid purposes. Upon promulgation of this updated Executive Policy E5.204, the Consortium Agreement becomes official University of Hawai'i policy.
2. The system Committee on Disability Access will be convened and asked to review the provision of services for students with disabilities as these relate to distance learning. Based on this review, appropriate guidelines will be developed.
3. OVPPP and ITS will coordinate distance learning issues with the work groups developing the functional specifications for the new student information system.
4. OVPPP, with the Institutional Research Office as lead, will work with the campuses to develop consistent formats and procedures for incorporating distance learning enrollments into routine reports and to develop special reports that summarize distance learning enrollments by originating and receive sites and for the University system overall.
5. OVPSA will convene a committee to review drop, withdrawal, and "depart without notice" policies and deadlines as they impact distance learning students.
6. Campuses will be asked to review and establish common campus practices regarding program residency requirements.