



Regents Policy Chapter 5, Academic Affairs
Regents Policy RP 5.201, Instructional Programs
Effective Date: Apr. 21, 2016

Prior Dates Amended: Oct. 18, 2002; Jan. 13, 1966; Feb. 8, 1973; Oct. 20, 1978; May 21, 1982; March 18, 1983; Nov. 22, 1991; Oct. 31, 2014 (recodified); J

Review Date: August 2018

I. Purpose

To set forth policy on instructional programs that are new, provisional, under review, and on the naming of programs.

II. Definitions

No policy specific or unique definitions apply.

III. Policy

A. New Programs

1. The board shall approve:

a. The establishment of all new instructional programs granting academic credit leading to a degree or credential, upon recommendation by the president.

b. All new certificates that are the sole credential of an instructional program or require significant resources except for the following:

(1) A Certificate of Achievement in which an associate degree in the program is already board-approved.

(2) Certificates of completion and competence.

2. The president is delegated the authority to approve new certificates consisting of courses within or among board-authorized instructional programs.

3. All new program proposals shall be consistent with the institution's mission.

B. Provisional Programs

1. New programs, once approved, shall be considered provisional during the period of their first full cycle, defined as 150% of the proposed length of the degree for baccalaureate and graduate degrees (e.g., 6 years for bachelor degrees, 3 years for master's degrees, and 5 years for doctoral degrees) and 200% for certificates and associate degrees (e.g., 2 years for certificates, 4 years for associate degrees).
2. Each provisional program shall be reviewed at the end of its first full cycle. The request to the board for "established" program status shall be submitted in the academic year following the end of the program's first full cycle. Campuses may request and the president or designee may grant an extension for one year for provisional programs. Additional extensions may be requested.
3. The recommendation by the president for approval by the board shall include the results of a program review. Following its review, the board shall determine whether the program is to be awarded established status or terminated.
4. All provisional programs that have not applied for established status or extension in the year following the completion of the first cycle may be recommended for termination by the president.
5. In confirmation and clarification of existing practice and policy, no tenure appointments or tenure commitments shall be made in the programs during this provisional period.

C. Any significant change to a program once granted established status or deviations from the original intent, purpose, or design of the program shall be approved by the board.

D. The president is responsible for maintaining and making public an official inventory of all approved degrees and certificates of achievement, undergraduate certificates and graduate certificates.

E. Review of Established Programs

1. Instructional programs are systematically assessed to assure currency, improve teaching and learning, and enhance achievement of student learning outcomes.
2. Each campus shall develop its own program review schedule, subject to the following guidelines:
 - a. All established programs at the University of Hawaii at Manoa, the University of Hawaii at Hilo, and the University of Hawaii West Oahu shall receive a

comprehensive review at a minimum of every seventh year unless otherwise stipulated by the board.

- b. Established programs at the community colleges shall receive a comprehensive review at a minimum of every fifth year unless otherwise stipulated by the board.
- c. Should it be determined that a program has undergone significant changes since its establishment, a shorter review cycle may be invoked. In such cases, the program shall be subject to a comprehensive review.
- d. Reviews of particular programs may be undertaken at any time as deemed necessary by the faculty, administration, or board.
- e. A program with a low number of degree/certificates of achievement conferred will undergo a campus level review.

3. A report will be provided to the Board annually on programs with a low number of degrees/certificates of achievement, and on program reviews conducted in the last year, in accordance with professional and regional (WASC) accreditation standards.

F. Termination of Programs

1. Provisional and established programs deemed out-of-date or nonproductive based on a program review or other internal assessments may be terminated by the president.
2. Commitments to students already officially enrolled in such programs shall be met and limited for up to two years for associate degrees at community college programs and four years for baccalaureate degrees. No new program admissions shall take place.
3. The board shall be provided an annual report on all programs terminated.

G. Naming of Programs (Cross reference RP 11.204)

1. 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 and which involve no significant change in the program requirements.
2. No program shall be given a name to honor a person without approval of the board.

IV. Delegation of Authority

The president is delegated the authority to approve new certificates consisting of courses within or among board-authorized instructional programs. See RP 5.201A.2.

Provisional and established programs deemed out-of-date or nonproductive based on a program review or other internal assessments may be terminated by the president. See RP 5.201 F.1.

V. Contact Information

Office of the Vice President for Academic Affairs, 956-7075, risad@hawaii.edu

VI. References

- A. <http://www.hawaii.edu/offices/bor/>
- B. <http://www.acswasc.org>
- C. RP 11.204

Approved

Approved as to Form:

/S/
Cynthia Quinn
Executive Administrator and
Secretary of the Board of Regents

04/21/2016
Date