



Regents Policy Chapter 5, Academic Affairs
Regents Policy RP 5.201, Instructional Programs
Effective Date: XXX XX, 2022

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); Jan. 28, 2016; April 21, 2016

Review Date: XXX XX, 2025

I. Purpose

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

II. Definitions

Significant resources: Includes one or more of the following—new faculty or staff positions, new facilities including lab or office space, and/or new operating costs beyond those that can be reallocated from other units in the college, department, division, or school.

Stand-alone: A minor or certificate program that is not housed under an existing major or degree program. These could include interdisciplinary minors or minors in an area of study where the corresponding major cannot be supported.

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, except as set forth herein.

2. The president or the president's designee may approve the following as long as significant resources are not required:

a. New minors, concentrations, or certificates consisting of courses solely within or among board-approved, authorized instructional programs.

b. New or changed type of degree (e.g., BA to BS, AS in xx to AS in zz) within board-approved, established program(s) with minimal change to degree requirements.

c. A stand-alone minor where the existing board-approved major is being terminated.

d. A stand-alone certificate or minor where the existing board-approved associate degree or certificate of achievement is being terminated.

e. New stand-alone certificates, certificates of competence, or academic subject certificates.

3. All new program proposals shall be consistent with the institution's mission and principles as described in RP 4.201, RP 4.202, and RP 4.203. Aligning proposals with existing board policy will help to ensure appropriate placement of programs, reduction of duplication, and increased curricular pathways across the system. The proposals should include evidence of demand and the resource requirements and implications to better focus overall resource use and allocation within the proposing academic unit.

4. The instructional program approved by the board shall include the program name, which shall be the Official Program Name, and degree type.

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 baccalaureate degrees, 3 years for master's degrees, and 5 years for doctoral degrees) and up to 300% for certificates and associate degrees (e.g., 3 years for certificates, 6 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. After the one-year extension, the program should be approved for established status or terminated.

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 will be recommended for termination by the president after all current students have exited the program either through graduation, attrition, or transfer.

5. In confirmation and clarification of existing practice and policy, no tenure appointments shall be made in the programs during this provisional period.

C. Any significant change to the intent, purpose, design, or structure of a program once granted established status 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 Hawai'i at Mānoa, the University of Hawai'i at Hilo, and the University of Hawai'i West O'ahu 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, which is the Official Program Name. Thereafter, the president may approve changes as may become necessary to remain current with the terminology and focus of their fields and which involve no substantial 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 5.201 A.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 Strategy, (808) 956-6897, ovpas@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:

Kendra Oishi
Executive Administrator and
Secretary of the Board of Regents

Date