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February 14, 2022

**MEMORANDUM**

TO: Council of Chief Academic Affairs Officers (CCAO)  
Council of Senior Student Affairs Officers (CSSAO)  
Schedulers

FROM: Hae K. Okimoto   
Associate Vice President for Student Affairs

SUBJECT: UPDATED – Instructional Method Codes

This memo updates the May 7, 2021, memo that created new instructional method (IM) definitions and codes. After further discussion, the decision was made to eliminate all Off-Island and Off-Site IM codes and use only a true instructional method code rather than a location dependent code.

Off-Island and Off-Site course attributes will be used to assist with identifying these types of classes. If specific fees are needed to be assessed for these classes, fee assessment rules will be built using other identifiers (campus code, etc.)

The attached chart describes the finalized definitions and codes.

Attachment

# Instructional Methods Proposal

Instructional Method Type	Banner Code	Definition
Distance Completely Online	DCO	<p>DCO refers to a distance education course that is available to students at any location. This includes all distance learning courses for which the mode of delivery is through the use of personal computers or similar devices that access the Internet. DCO courses can apply to scheduled/synchronous and/or unscheduled/asynchronous approaches. The student is never required to visit campus or a UH site (e.g. for testing, instructional activity or orientation).</p> <p>Considered DE for IPEDS reporting</p>
Distance Interactive Video	DIV	<p>DIV refers to a distance education course offered to students in assigned video conference rooms at locations other than the offering campus. DIV courses may have additional instructional activities online (both scheduled/synchronous or unscheduled/asynchronous). DIV should be used as the instructional method code regardless of the section located at the offering campus.</p> <p>DIV should be used even if the course is offered in HYB format, except for the section located at the offering campus.</p>
Distance Cable Television	DTV	<p>DTV refers to a distance education course that is offered via cable television. A DTV course may also include live video streaming or video-on-demand (VOD). DTV refers to a distance education course that is offered via cable television. A DTV course may also include live video streaming or videoondemand VOD</p>
Hybrid	HYB	<p>HYB refers to a course that includes instructional activities both online and in-person at a UH designated site (when not covered under another definition). The online instruction may be scheduled/synchronous or unscheduled/asynchronous, but the in-person requirement(s) is always scheduled/synchronous and at a UH designated site.</p>

UH Designated Site: Any physical location operated by the University of Hawai'i in the state of Hawai'i (e.g. Education Center, University Center, Coconut Island). This also includes courses taught at sites other than UH campuses, such as hospitals, military bases, prisons, DOE schools, and other locations.

EP 6.208 authorizes Chancellors to waive fees for students in outreach and continuing education programs on their campuses or for students due to their geographic locations.