

## CHAPTER 5

### ACADEMIC AFFAIRS

#### Section 5-1 Instructional Programs.

##### 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 requires 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 (e.g. 2 years for certificates, 3 years for associate degrees, 6 years for bachelor degrees, 3 years for master's degree and 5 years for doctoral 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 achievement of student learning outcomes.

(2) All established programs at University of Hawai'i at Mānoa, University of Hawai'i at Hilo, and 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.

(3) Established programs at the community colleges shall receive a comprehensive review at a minimum of every fifth year unless otherwise stipulated by the Board.

(4) Should it be determined that a program had 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.

(5) Each campus shall develop its own program review schedule.

(6) A summary of these reviews shall be submitted annually to the Board in accordance with professional and regional (WASC) accreditation standards.

(7) Reviews of particular programs may be undertaken at any time as deemed necessary by the Board, faculty, or administration.

f. An admission stop-out (a halt to new admissions to the program) for more than two years shall be approved by the President. Chancellors may approve admission stop-outs for up to two years. The Board shall be provided an annual report on all programs stopped-out.

g. 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 of all programs terminated.

g. Naming of Programs. (Cross reference Chapter 11, section 11-4)

(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 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.

Section 5-2 Awards for Excellence in Teaching.

a. Awards may be made annually and shall consist of an appropriate cash sum plus a suitably engraved Board of Regents' medal.

(1) One award for excellence in teaching may be made on each campus, except at the University of Hawai'i at Mānoa where up to six awards may be made annually for excellence in teaching.

(2) No person may receive more than one award in teaching and one award in research in their period of service to the University of Hawai'i .

(3) Awards for teaching will be presented by the President in the name of the Board at a convocation or faculty meeting.

b. Selection process

(1) Campuses shall develop procedures for the selection of teaching award recipients that provide for the input of faculty and students.

(2) The Chancellors shall forward their nominees to the President for endorsement and transmittal to the Board.

Section 5-3 Distinguished Academic Chairs.

a. The Board may establish distinguished academic chairs in selected fields of study and approve the appointment of faculty to such chairs.

Section 5-4 Affiliations and Cooperating Agencies with non University Entities.

a. The Board shall approve the establishment of affiliations and cooperating relationships with selected institutions and other bodies as it may deem appropriate.

b. Affiliations and cooperating relationships should focus on strengthening the University's mission and particularly its position as the research, training and cultural center of the Pacific Basin.

c. Agreements that commit significant University financial resources and/or have a significant impact on programs and policy shall require the prior approval of the Board.

d. The President is delegated authority to enter into appropriate agreements that do not commit significant financial resources and/or have significant impact on programs.

e. The President shall establish appropriate procedures for the review of agreements and provide reports to the Board upon request.

Section 5-5 Academic Calendar.

- a. A common systemwide academic calendar shall be established to facilitate student planning, cooperative programs among campuses and simplify student and faculty movements among institutions.
- b. The President shall provide an academic schedule to all campuses at least two years prior to the commencement of the schedule's first academic year.
- c. The academic year for the University of Hawai'i at Mānoa (with the exception of the John A. Burns School of Medicine), Hilo (with the exception of the College of Pharmacy) West O'ahu, and the community colleges is composed of:
  - (1) Two semesters of instruction consistent with educational practices that promote student achievement and regional and professional accreditation standards.
  - (2) A final examination or evaluation period after the instructional period that may include study days and
  - (3) A registration, advising and orientation period preceding the opening of instruction sufficient to meet individual campus needs.
- d. All campuses of the University shall adhere to a common first day of instruction each semester and observe holidays established by law.
  - (1) Campuses may set internal dates for registration, examinations, study days, and commencement.
  - (2) Collective bargaining contracts govern duty periods for faculty and staff.
- e. Each campus shall schedule summer sessions according to its individual campus mission.
- f. The President is authorized to approve calendars for inter-terms and other terms that deviate from the regular academic year. In all cases, the calendar will provide sufficient time for instruction and examination as recommended or required by regional (WASC) and professional accrediting bodies.

Section 5-6 Establishment and Review of Centers and Institutes.

- a. Board approval shall be required for instructional, research, administrative or public service centers or institutes that:

(1) Require significant current or future commitments of institutional financial, human or physical resources, significant change in program mission or major institutional liability;

2) Involve Board or the President's agreements with external governmental or private entities and/or;

3) Involve an honorific name in the designation of the center or institute,

b. The President is authorized to establish centers or institutes that do not meet the above criteria, including centers or institutes funded with private funds or under the terms of an externally funded research or training grant.

c. All appropriated funds supporting centers or institutes shall be subject to the University's usual budget approval processes.

d. Functional names for centers or institutes are established as part of the approval process.

e. All major reorganizations of centers or institutes shall be in conformance with provisions of the Board's policy on organizational units.

f. Terminations

(1) Centers or institutes established by the Board shall be terminated by the Board.

(2) Other centers or institutes may be discontinued at the level at which they were approved.

g. The President is delegated the authority to implement the provisions of this policy by establishing guidelines for the approval and periodic review to determine if the center or institute should be continued. A report of the status of centers or institutes will be provided to the Board upon request.

#### Section 5-7 Graduate Programs.

a. All graduate programs shall be established, terminated and reviewed in accordance with Board policy.

b. The parameters within which graduate programs may be offered are as follows:

(1) The University of Hawai'i at Mānoa will

(a) remain the only public research University campus in the State.

(b) continue as the only University campus that offers the doctoral degree, degrees in law and medicine and a comprehensive array of doctoral, master's and undergraduate degrees.

(2) While undergraduate education will continue to be its major emphasis, the University of Hawai'i at Hilo may be authorized to offer master's and doctoral degrees in selected areas in which sufficient State need exist or in which the Island of Hawai'i has a competitive advantage.

c. The University of Hawai'i at Mānoa and the University of Hawai'i at Hilo shall each be authorized to have a graduate division.

(1) The responsibilities of these divisions are specific to these campuses and include the evaluation of all graduate programs, the supervision of graduate admissions and records, and the establishment of standards, requirements, policies and procedures for the conduct of graduate programs and the offering of graduate courses and degrees.

(3) The administration of the University of Hawai'i at Mānoa and the University of Hawai'i at Hilo shall ensure the appropriate involvement in these matters of faculty, staff, and students.

d. Graduate theses and dissertations.

(1) Graduate theses and dissertations are the property and responsibility of the author.

(2) Copies deposited in the appropriate library are subject to the same freedom of access as other such documents and books.

#### Section 5-8 Conferring of Academic Degrees, Diplomas and Certificates.

a. Degrees, diplomas and certificates shall be conferred by the Board upon successful completion of prescribed programs of study previously approved by the Board.

b. The Board may delegate such authority to the President who is authorized to award and present Board-conferred degrees and certificates and other approved credentials.

c. Academic degrees, diplomas and certificates shall have a uniform format and be consistent in their use of official institution/campus names and signatures of certifying officials according to guidelines adopted by the University Administration.

Section 5-9 Honorary Degrees and Regents' Medals, and University Distinguished Professor

a. Honorary Degrees.

(1) The Board may confer honorary degrees to individuals in accordance with the criteria and conditions established below:

- a. The candidate must be distinguished with the equivalent of a national or international reputation. Scholarship, the arts, public service, the professions, and business and industry are examples of general areas in which distinguished accomplishments may warrant the award of an honorary degree by the University.
- b. Service or benefaction to the University does not in itself provide justification for the award of an honorary degree. The candidate must be distinguished in some appropriate field.
- c. Honorary degrees shall not be awarded to members of the Board or to active employees of the University, nor to former employees of the University until at least one year after the date of retirement or separation, except that the Board may confer an honorary degree to an employee if the justification for the award is based substantially on extraordinary achievements clearly external to the individual's employment at the University.
- d. Honorary degrees shall not be awarded to individuals holding elective office in and from the State of Hawai'i for a period of at least one year after retirement or separation.
- e. Academic degrees earned after a prescribed course of study normally are not awarded as honorary degrees.

- f. An honorary degree is awarded by the University as a whole rather than by a campus on which the conferral shall take place; therefore, more than one University honorary degree shall not be awarded to any individual.
  - g. Academic ceremonies at which honorary degrees may be conferred are University celebrations, commencement ceremonies, inaugurations and special convocations when authorized by the President. Usually, only one honorary degree will be awarded at each ceremony.
- (2) The President is authorized to promulgate, in consultation with the Board, appropriate procedures for the nomination and review of individuals to be considered for the award of honorary degrees. All honorary degrees shall be awarded by the Board or by the President at the direction of the Board.

b. Regents' Medal of Distinction and Regents' Medal

- (1) The Regents' Medal of Distinction may be conferred at the discretion of the Board on individuals of exceptional accomplishment and distinction who have made significant contributions to the University, state, region, or nation, or within their field of endeavor.
- (2) The Regents' Medal may be conferred on other individuals for whom the Board desires to show high esteem.
- (3) The awarding of the Regents' Medal of Distinction and the Regents' Medal shall be separate from ceremonies associated with honorary degrees and shall be at a site and time selected by the Board and the President.

c. University Distinguished Professor

- (1) The title "University Distinguished Professor" is conferred as an honorary designation upon an individual outside the University faculty and staff, whose affiliation would enhance the University's stature and significantly contribute to its development. Conferred for life, this title is reserved for those scholars who have achieved national and international distinction as a result of their exceptional contributions to their academic discipline and their outstanding scholarly attainment. This title is awarded by the Board of Regents upon the recommendation of the President of the University.

- (2) The President shall promulgate policies and procedures regarding matters such as eligibility criteria, and selection, recognition and privileges afforded designees.

#### Section 5-10 Distance Education and Offsite Instruction.

- a. In keeping with its established purpose as the state's sole public University, the University strives to provide quality education and training to meet state needs and provide postsecondary access and opportunity for the people of Hawai'i. To achieve these ends, the University is committed to a vigorous distance education effort and offsite instruction.
- b. Distance education is instruction delivered synchronously or asynchronously using one or more technologies that support regular and substantive interaction between students who are separated from the instructor.
- c. Offsite instruction is instruction offered at a location off campus in which there is direct contact between students and faculty.
- d. The University's on-going goal shall be to offer distance education and offsite instruction in Hawai'i at a cost to the student similar to charges for regular on-campus instruction. Applicable nonresident tuition applies unless superseded or supplemented by special credit course or other fees approved by the President.
- e. Responsibility for Distance Education and Offsite Instruction.
  - (1) A fundamental requirement for distance education is that the quality and standards of such courses and programs be comparable in rigor and breadth to similar on campus instructional programs of the University and focus on student outcomes. It is the responsibility of faculty to establish or approve standards that apply to all instructional programs of their campus, and to apply those standards to on- and off-campus programs in the process of program review.
  - (2) It is the responsibility of the University and campus administration to ensure that distance programs are consistent with institutional role and mission; that there is a planning and evaluation process and academic oversight; that the technology infrastructure and services and associated faculty support are adequate to enable instructional quality; and that there are appropriate processes for verification of student identity. In addition, distant/offsite learners have comparable access to campus services including but not limited to admissions, orientation, financial aid, registration, advisement, tutoring, and library services.

#### Section 5-11 Admissions.

a. The Board shall provide for differential admissions policies on system campuses and clear communication of University expectations to prospective students. In pursuing this purpose, the Board intends to provide for a mix of students while ensuring preference for qualified Hawai'i residents. In doing so the following principles are established:

(1) The University of Hawai'i at Mānoa, the University of Hawai'i at Hilo and the University of Hawai'i – West O'ahu shall utilize selective admissions criteria for all colleges and programs.

(2) The University's community colleges shall be open admissions institutions to which all residents who are high school graduates or age 18 and over and can benefit from the instruction offered shall be admitted. This policy does not preclude selective admissions to specific programs of the community colleges where pre-requisite skills and knowledge are necessary for program success or where student demand exceeds the available resources of the college.

(3) Each chancellor that uses selective admissions criteria for undergraduate admission shall develop, in concert with campus administrators and faculty:

(a) Admission requirements communicated to assure prospective applicants who meet them of admission to the campus.

(b) Other admission criteria that are used to determine the admission of students who do not meet the higher, assured admissions criteria.

(c) Assured admission requirements and other criteria shall be published in college catalogs and otherwise widely publicized to allow students to plan in advance for entering the campuses of the University.

b. Differential admissions policies may be established for resident and non-resident students. In establishing admissions criteria for non-residents, the campuses shall utilize the following principles:

(1) A public University's first responsibility is to provide higher education opportunities for qualified students from the community that supports it.

(2) No qualified resident applicant should be denied admission to a University campus. Implementing this policy is a major responsibility of both the two-year and baccalaureate granting campuses.

(3) At all campuses, but particularly at the community colleges, programs established for the explicit purpose of educating and training students to meet state manpower needs have a special obligation to admit qualified residents who can reasonably be expected to remain in the state upon graduation.

(4) Graduate and professional programs have a special responsibility to admit the most qualified students while demonstrating that every effort is made to enroll resident applicants who compete favorably in the admissions process.

(5) Professional programs at the four-year and graduate level must be cognizant of their responsibility to educate adequate numbers of resident professionals to serve state needs. In addition to these numbers, qualified nonresidents who pay a higher tuition can enhance the mix of students.

(6) In general, the admission of nonresidents should give priority to those who can derive special benefit from focuses of the University.

(7) Campus ceilings for nonresident undergraduate enrollments shall be established by the President in consultation with the Board. The President shall promulgate policies and procedures relating to the establishment of the ceiling

c. Graduate admissions criteria are established by program faculty with the approval of the chancellor.

#### Section 5-12 Early Admission Policies.

a. Board shall offer the widest opportunity for Hawai'i's citizens, and especially its young people, to participate in the collegiate and postsecondary education offered within the University. In this policy, the Board emphasizes the commitment to provide educational opportunity for youth under 18 years of age who may be continuing high school students as well as to youth who have left high school without graduating.

b. It is delegated to the chancellors of each campus, in consultation with campus administrators and faculty, to develop early admission policies.

#### Section 5-13 General Education.

a. All University campuses define and require a core general education requirements. These requirements are based on a philosophy and rationale that are clearly stated and appropriate for each credential or cluster of credentials offered.

b. Each campus' general education core requirements shall be approved by the Board and any significant changes must be approved by the Board prior to implementation.

(1) Campuses through its curricular processes will determine courses that meet core general education requirements.

c. At a minimum, general education core requirements:

(1) introduce the content and methodology of the major areas of knowledge—the humanities, the fine arts, the natural sciences, and the social sciences;

(2) develop the intellectual skills and social attitudes that will help students become lifelong learners, effective workers, and ethical citizens, including the ability to work with others, understanding diversity and civic responsibility;

(3) provide opportunities for all students to develop and demonstrate competency in oral and written communication, information literacy, quantitative skills and critical analysis of data and argument; and

(3) are in accordance with professional and regional accreditation standards (WASC).

#### Section 5-14 Student and Credit Transfer within the University.

a. The University, as a comprehensive state-wide system, offers instruction in a wide variety of programs throughout the State. As a unified system of postsecondary education, it is important that the maximum degree of coordination and cooperation exists among campus instructional units in order to ensure the efficient utilization of available resources. This coordination and cooperation can offer wide opportunities to residents of Hawai'i by permitting them to start their education at one campus and, through productive study in a planned program, succeed in achieving their educational objective by graduating from another campus.

b. It is the policy of the Board that those students who can benefit from transfer and who desire to meet their educational goals by transfer are assisted through appropriate counseling and advising, and efficient student and course transfer procedures. The

transfer experience should be made as simple and predictable as possible.  
Unreasonable institutional barriers to transfer should be eliminated.

c. All University and campus policies and practices affecting student and course transfer shall be periodically reviewed to ensure that they are:

(1) founded on sound academic principles; and

(2) designed and implemented in a manner which facilitates the smooth flow of students towards successful completion of their postsecondary educational goals.

d. Reports on the status of student and credit transfer within the University of Hawai'i will be provided upon request by the Board.

#### Section 5-15 University Centers.

a. University Centers establish a permanent University presence in communities that otherwise lack access to programs offered on University campuses. Their primary purpose is instructional, with some related student support. Courses and programs delivered through University Centers use a variety of strategies ranging from technology intensive to face-to-face classroom interaction by instructors who travel from originating campuses to a University Center.

(1) University Centers are not separately accredited; their program or degree offerings derive accredited status because they are provided by accredited University campuses. Qualified students who are unable to travel to a University campus can enroll through the Centers in courses or programs offered by one or more of the University's accredited institutions.

(2) Board action shall be required to establish a University Center. Three University Centers are formally recognized as part of the University:

(a) University Center, Kaua'i, Līhu'e, Kaua'i (administratively assigned to Kaua'i Community College)

(b) University Center, Maui, Wailuku, Maui (administratively attached to University of Hawai'i Maui College)

(c) University Center, West Hawai'i, Kealahou, Hawai'i (administratively assigned to Hawai'i Community College)

b. It is the responsibility of the Executive Vice President for Academic Affairs/Provost to periodically convene the centers, campuses, and system offices to coordinate programs that meet systemwide and statewide needs effectively and to establish overall policies and practices for the University network of centers.

(1) Campuses with administrative responsibility for University Centers are responsible for ensuring that basic community needs assessments take place and that infrastructure needs consistent with accreditation requirements are met.

(2) Campuses that originate educational programs and courses delivered at University Centers are responsible for the overall quality of courses/programs offered, including adherence to appropriate academic policies, procedures, and accreditation requirements. Originating campuses also make available specialized student and academic support services.

#### Section 5-16 Library.

a. The Board delegates to the President the authority to establish rules and regulations pertaining to:

(1) Borrowing periods;

(2) Fines and assessment of other costs in connection with delinquent or non-return of library materials; and

(3) Theft and mutilations of materials.

b. University Library Fees for Cost Recovery Services.

(1) The Board delegates to the President the establishment of a library cost recovery fee and the authority to approve future fee increases of up to 15% of the published fee provided such increases are posted for 30 days prior to implementation.

(2) Cost recovery services include those specified in the fee schedule which go beyond the scope of academic support and are not to include those services basic to academic support such as reference and referral, instruction and circulation.

#### Section 5-17 University of Hawai'i Press.

a. The function of the University of Hawai'i Press (Press) is to publish in permanent form books, journals, recordings, films, and electronic digital media of high merit which add to the sum of human knowledge or foster human wisdom, particularly those which reflect the regional or special interests and responsibilities of the University, East-West

Center and other scholarly research organizations in the State. In addition, the Press may publish non-scholarly works of high merit which will be of service to the people of the State.

b. In furtherance of its aims, the Press is empowered to make publishing agreements with authors, editors, other publishers, the East-West Center, and organizations within the University structure or associated with it, or with learned societies or scholarly research organizations concerned with the advancement of the arts and sciences.

c. The executive head of the Press shall be a director and publisher appointed in accordance with applicable Board and Executive Policies. The director and publisher shall be responsible to the Chancellor of the University of Hawai'i at Mānoa for the efficient handling of the affairs of the Press.

d. The imprint of the Press is restricted to such books and related material as have been approved for publication by an editorial board responsible for setting the general editorial policy of the Press. The editorial board shall be appointed by the Chancellor with the advice of the director and publisher. The editorial board shall consist of nine members appointed for terms of three years, so staggered that three appointments would be made each year. A tenth member may be appointed from the ranks of the emeriti. Members of the editorial board shall be eligible for reappointment. The board shall elect its own chairperson, and the director and publisher shall be an ex-officio member without vote.

e. The operating funds of the Press shall be a regular part of the University budget; full office space and warehousing shall be provided by the University; all appointments and expenditures of money conform to the established practices of the University; and the Press is empowered to recoup, hold, and expend returns from sales for publishing purposes, consistent with State regulations.

f. These regulations shall become effective at once and they are subject to change only by action of the Board.

#### Section 5-18 Implementation of Policy.

The President is delegated the responsibility to promulgate new and/or revised executive or administrative policies that carry out the intent of this policy, ensuring for full consultation with campus and faculty governance and where appropriate, the exclusive representative of the faculty and staff.