



Viewing Policy RP 5.201

Title

Instructional Programs

Header

Regents Policy Chapter 5, Academic Affairs

Regents Policy [RP 5.201](#), Instructional Programs

Effective Date: Oct. 18, 2002

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

Review Date: August 2018

I. Purpose

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

II. Definitions

“Admission stop-out” is a halt to new admissions to a program.

III. Board of Regents 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 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 Manoa, 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 on program reviews 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.

H. 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 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 5.201(A)(2).

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. See RP 5.201(F).

V. Contact Information

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VI. References

- A. <http://www.hawaii.edu/offices/bor/>
- B. <http://www.acswasc.org>
- C. [RP 11.204](#)

VII. Exhibits and Appendices

No Exhibits and Appendices found

Approved

Approved as to Form: _____	October 31, 2014 _____
Cynthia Quinn	Date
Executive Administrator and Secretary of the Board of Regents	

Topics

No Topics found.
