



## Section 1: Process Information

These guidelines set forth a process by which academic departments through their respective colleges can request recognition as a fully online program. Fully online programs will have a major and/or program code that ends in "D". Therefore, students in these programs would only be able to register for online courses, be exempt from health records requirements for TB and immunizations, and be exempt from select student fees to the extent that executive policy allows.

A fully online program is defined for this process as a credit program consisting of all online courses which have no in-person requirements (i.e. testing, on-campus labs or residences). The only exceptions to this definition include: an orientation at the beginning of the program, practicums and field experience (upfront disclosure to prospective students required).

In order for a program to be recognized as fully online, the following criteria must be met:

1. UH departments and faculty must complete their internal campus specific procedures to request a program delivered fully online.
2. The fully online program must have an approved substantive change or administrative approval from their appropriate accrediting body (WASC or ACCJC) as required.
3. Institutions offering distance education programs outside of Hawai'i must be able to document their coverage under any state authorization reciprocity agreement(s), such as SARA. If not participating in SARA, campuses must be able to provide documentation on alternative reciprocity agreements with other states.
4. Institutions that offer distance education must have processes in place through which the institution establishes that each student is the same student who participates in and completes the course or program and receives the academic credit. In addition, they must make clear in writing processes that protect student privacy.
5. UH departments and faculty should be aware of International Compliance regulations and export taxes if accepting students living in foreign countries, and may want to seek assistance from the General Counsel prior to offering the program.
6. (*Professional licensure programs only*) - Institutions must establish a written process to determine a student's location at the time a prospective student seeks information about an academic program leading to professional licensure, or a student enrolls in, and/or an existing student notifies the institution of a change of address, for purposes of issuing the required disclosures under the rules as to whether the institution's academic program, regardless of modality, fulfills the professional licensure requirements of states in which the prospective student or enrolled student is located. Any reference to professional licensure by any UH campus should include professional or occupational licensure programs as well as certification programs. Each UH campus should make sure it is providing this direct disclosure and include a sample of its direct disclosures to current and prospective students in its policies and procedures documentation.
7. Academic and Student services must be available to the student at a distance. Additionally, distance program information should be provided on the program's website.
8. All courses in the program must be offered by an instructional method of Distance-Completely Online (DCO); the application must show that the courses on the academic program map have been available online or that the campus must demonstrate the commitment to offering the courses on the academic program map once approved. For programs with practicums or field experiences the instructional method code will not be DCO. As such, students will need to have their health clearances submitted prior to registration.
9. Fully online programs with synchronous classes should disclose this requirement to prospective students as different time zones may limit participation in live class sessions. This information should also appear on the program's website.

10. Faculty teaching modular courses in fully online programs must participate in [professional development](#). It is also recommended that their courses complete the [UH Online Course Design Review](#) (required for 5-week courses). This training is also highly recommended for all faculty teaching courses in online programs.
11. Distance Learning programs must be continually assessed for improvement and need.
12. This request must be approved and signed by your campus Chief Academic Affairs Officer.

Please address any questions regarding this form to [uhdl@hawaii.edu](mailto:uhdl@hawaii.edu). Please include a copy of the program map or advising sheet. Upon approval by the campus Chief Academic Affairs Officer, the request form and supplementary materials should be routed to [uhdl@hawaii.edu](mailto:uhdl@hawaii.edu). Campuses must also submit a [Program Code Request](#) to IRAO for appropriate Banner code changes as the final step of the recognition process.

**Checklist of items to be submitted:**

1. Fully Online Program Recognition Request Form
2. Program Map or Advising Sheet (*should include courses available online*)

**Section 2: General Information - Please complete all information in this section**

1. Point of Contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

2. Campus: \_\_\_\_\_

3. College/Department Name: \_\_\_\_\_

4. Program Name: \_\_\_\_\_

5. Award(s) (mark all that apply):

Associate in Applied Science	Bachelor of Applied Science	Certificate
Associate in Arts	Master	Certificate of Achievement
Associate in Science	Master in Arts	Certificate of Competence
Associate in Technical Studies	Master in Science	Certificate of Participation
Bachelor	Doctorate	Certificate of Professional Development
Bachelor in Arts	Academic Subject Certificate	Graduate Certificate
Bachelor in Science	Advanced Professional Certificate	Post-Baccalaureate Certificate

6. Number of required credits to earn award (*include all credits not just those in the major*): \_\_\_\_\_

**Section 3: Program Information**

1. Which semester will the program begin as a fully online/distance program? \_\_\_\_\_  
year (yyyy)

2. If a certificate, will the certificate be available for students to select as their planned course of study on the application for admission or must the student be enrolled in a parent program (if so which program)?

N/A (not a Certificate)

Certificate available to select on admission application

Certificate under Parent Program Program Name: \_\_\_\_\_

3. Is this program financial aid eligible? Yes No

a) If yes, has the Director of Financial Aid updated the Eligibility and Certificate of Approval Report (ECAR) or have the letter of administrative approval on file? Yes No

4. Will students in the program be part of a structured cohort? • Yes • No

a) If yes, will non-cohort students be able to register for the courses on a space available basis?  
Yes No

5. Which part of term will the program be offering classes? DL programs will only use approved POTs

Full-term	16-week	15-week (UHWO only)
Part-of-term	8-week*	5-week*

\* If using parts of term courses, dates must follow the [approved calendar](#)

6. Does this program include synchronous online courses? Yes • No

a) If Yes - list course(s) number & title:

7. Describe any in-person on-campus requirements that are part of the program (e.g. on campus orientation or on campus residency requirement). If none, write N/A
8. Does this program have any in-person off campus course(s) requirements that are part of the program (e.g. internship, practicum)            Yes        No
- a) If Yes - list course(s) number & title:
9. Provide the list of program courses, prerequisites, and other requirements. This may be a program map or advising sheet. (a URL is preferred)

**Section 4: Student Location, Accreditation, and State Authorization**

1. Where can students be located? (check all that apply)
- Only Hawai'i
- Any U.S. State
- Participating SARA territories (Puerto Rico and U.S. Virgin Island)
- Foreign Countries
- Specific Countries or U.S. Territories (list here): \_\_\_\_\_
2. Has the program received subchange approval from the appropriate accrediting body?            Yes        No
3. Does your program lead to professional licensure?            Yes        No

<b>Chief Academic Officer Approval</b>	<p><b>Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. <i>E-signatures are acceptable.</i></b></p> <p>Name and title: _____</p> <p>Signature and date: _____</p>
--	---