

Campus Checklist for Compliance of State Authorization Regulations That Became Effective July 1, 2020

1. Documentation regarding state authorization

Designate a campus administrative office (e.g., Chancellor's Office, VCAA's Office, SARA representative, etc.) to maintain the documents required to provide postsecondary education through DE to students located in other states covered by the agreement(s):

- a. SARA membership documents to document state authorization reciprocity if campus is a member of SARA; OR
- b. Individual state authorization agreements or alternative reciprocity documents if campus is not a member of SARA.

2. Mandatory disclosures regarding academic programs leading to licensure/certification

- a. Identify the office/person responsible for providing the required general disclosures regarding academic programs that lead to state licensure or certification (e.g., website, publications, etc.). Note this is for all programs leading to licensure or certification regardless of modality;
- b. Identify the office/person responsible for sending initial direct disclosures to prospective students;
- c. Identify the office/person for monitoring changes to student location and sending direct disclosure communication that is warranted for students whose state changes.
- d. Make sure the responsible individual(s) identified for c. has access to the new Discoverer report for location changes.

3. State complaint process

- a. Ensure that a link to the State of Hawaii Postsecondary Education Complaint process can be found on your campus website:
<https://cca.hawaii.gov/hpeap/student-complaint-process/>

4. Institutional policy for determining a student's location

- a. Create and document required institutional policy for determining a student's location, for students in academic programs leading to state licensure (see sample provided with earlier memo);
- b. Identify the campus office/person responsible for maintaining the institution's policy for determining a student's location, and for maintaining the documented campus procedures for sending students a new disclosure when a student's state location changes (for students in academic programs that lead to state certification or licensure).

5. Transfer credit policy

- a. Supplement the “blanket” UH System Transfer Credit Policy [[UH PPIS - EP 5.209](#)] with a campus policy that includes the following new institutional requirements:
 - i. Any established criteria the institution uses regarding the transfer of credit earned at another institution and any types of institutions or sources from which the institution will not accept credits;
 - ii. A list of institutions with which the institution has established an articulation agreement; and
 - iii. Written criteria used to evaluate and award credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning.
- b. Ensure that the institutional transfer credit policy is publically available to meet disclosure requirements (e.g., on campus website, prospective transfer student information, etc.).

6. Notification of third-party educational services (if applicable)

- a. Ensure there is a disclosure about the portions of any online or in-person academic programs that are provided by a third-party. [e.g., see Manoa College of Ed program example: <https://coe.hawaii.edu/sped/programs/m-a-special-education-deaf-and-hard-of-hearing-emphasis/>]
- b. Identify the office/person responsible for monitoring and adding this information for any current or future academic programs to the campus website and/or other publications as needed.