## Section 1: Distance Learning Program Approval Process

All new HPU programs striving to be offered in a distance learning modality (fully online/hybrid-online/virtual) must be approved through the appropriate college curriculum committee and the university undergraduate or graduate curriculum committee. After college curriculum committee approval, the distance learning advisory panel will   provide recommendations to programs to assist in program planning.

In order to gain approval as a distance learning program, the following criteria must be met:

1. HPU departments must complete their internal college and undergraduate/graduate curriculum committee procedures to request a distance learning program.

2. For fully online programs, all courses in the program must be offered completely asynchronously online with no on-campus or in-person meeting requirements. The fully online program designation—ONL— is for programs that do NOT have courses which require any on-campus activities (e.g. group meeting, testing, on-campus labs, orientations) and operate completely asynchronously, with optional synchronous opportunities as applicable.

3. Academic, Student Services, and Helpdesk must be available to the student from a distance.

4. HPU departments and faculty should be aware of international compliance regulations and digital services/export taxes if accepting students living in foreign countries, and may want to seek assistance from General Counsel.

5. (Professional licensure programs only) – Programs 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 academic program, regardless of modality, fulfills the professional licensure requirements of states in which the prospective student or occupational licensure programs as well as certification programs. Each HPU program 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.

6. Fully online programs must have an approved substantive change or administrative approval from the accrediting body, WASC. If we offer more than 50 percent of a degree program electronically distance-delivered, approval from WASC is required before student recruitment can begin. This must be submitted once the program is approved by the undergraduate/ graduate curriculum committee and the provost.

7. HPU departments should also be aware that distance learning program development requires liaising with various HPU offices outside of the Office of Online Programs & Academic Partnerships, such as Marketing, Admissions, the Registrar, etc ... It is the responsibility of individual programs to follow up with the appropriate offices once programs have been approved to be fully online in order to prepare programs for launch.

8. Design and development of any NEW distance learning courses in programs will be facilitated through the Online Instruction Fundamentals short course. This 2 hour self-paced, asynchronous short course assists instructors in cultivating and implementing online course design, development, and delivery skills. After successful completion, instructors may bypass the short course when designing subsequent new distance learning courses. Please submit a timeline outlining when program faculty will complete the Online Instruction Fundamentals short course before the launch of any new distance learning courses.

Upon approved by the college curriculum committee, program planning documents will be routed to the distance learning advisory panel to provide recommendations, and then directed to the undergraduate or graduate curriculum committee for approval. Once finally approved by the provost, programs must request appropriate Banner code changes and submit to WASC for substantive change approval as needed.

In addition to this form, please attach a **course development timeline**, outlining when program faculty will complete the Online Instruction Fundamentals short course before the launch of any new distance learning courses.
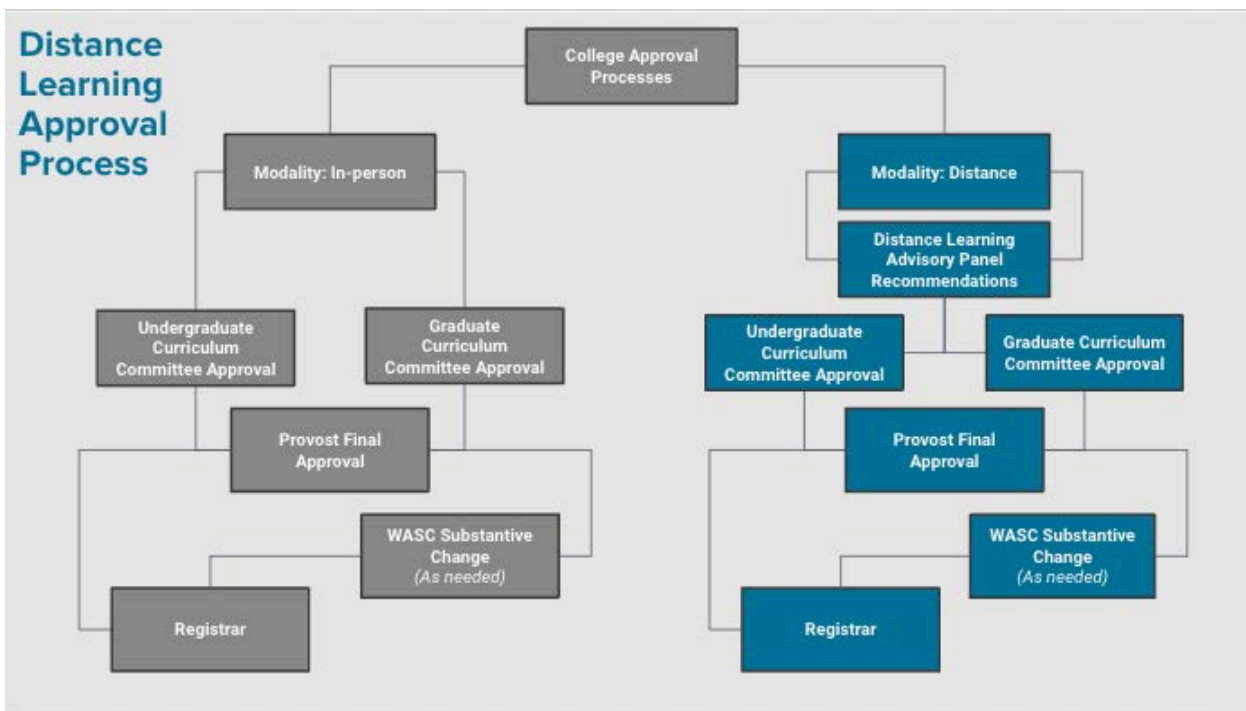
Section 2. General Information—Please complete all information in this section.		
College Information	College Name:	
	Originating Department:	
Proposed Program Information	Program Title:	
	Name of Degree to Be Conferred Upon Completion:	
	Award(s) (e.g., A.A., B.S., Certificate):	
	Number of Required Credits:	
Program Contact Information	Name and Title: Telephone: E-mail:	

Section 3: Program Information

Proposed term start date:

_____
year (YYYY)

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

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

Term length (in weeks) for course for the fully online program?

    Full-term   16-week

    Part-of-term   8-week*

Describe any face-to-face requirements that are part of the program (e.g. on campus orientation or on campus residency requirement). If none, then, indicate"Not Applicable."

Attach a list of proposed courses, pre-requisites, and total number of courses. Include a program map **OR** provide the URL for this information in the space below:

If already approved by WASC, attach copies of the approved substantive change letter/administrative approval letter from WASC **OR** provide the URL for this information in the space below:

For 4-year Fully Online Programs:
Provide evidence that all courses in the academic program map (including any general education, electives and/or graduation requirements) have been offered in the Distance-Completely Online instructional method format during the last two years and/or evidence the college's commitment to offer the courses in the academic program map once approved as a fully online program.

Section 4: Organizational Commitment

Describe how the department will support faculty development for teaching online, including the pedagogical and online facilitation strategies to function effectively.

Section 5: Learner Support

Do program materials clearly define how students can access support services? Yes No

Has the Director of Financial Aid updated the Eligibility and Certificate of Approval Report (ECAR) or have the letter of administrative approval on file if students in this program will be eligible for federal student aid? Yes No

What student services and resources are available for students in an online format (without visiting campus)?

Orientation to Online Learning (basics of online learning, technology, etc)	Yes	No
Program Orientation (specific information about being a student in your academic program)	Yes	No
Academic Advising/Counseling	Yes	No
Tutoring	Yes	No
Library Services	Yes	No
Testing	Yes	No
Career Services	Yes	No
Financial Aid Counseling	Yes	No
Mental Health Counseling	Yes	No

Other:

Section 6: Students Located Outside of Hawaiʻi

Where can students be located? (Check all that apply)

Any U.S. State

Any U.S. Territory

Foreign Location*

*Please be aware of any international compliance regulations and tax implications that may be in effect for foreign locations.

Section 7: State Authorization

Federal regulations require institutions delivering courses by distance education to provide students or prospective students with contact information for filing complaints with the state approval or licensing entity in the student's state of residency and any other relevant state official or agency that would appropriately handle a student's complaint. What is the URL on your institution's website where contact information for filing complaints for students in this program is posted? NOTE: Information about the Student Complaint Process is outlined by NC-SARA here.

What is the URL of your program's website where contact information for filing complaints for students in this program posted?

Does your program lead to professional licensure?   Yes   No

Institutions are required to "keep all students, applicants and potential students who have contacted the Institution about the course or program informed as to whether successful completion of such offerings would actually meet state licensing or post-licensing requirements."

If the program leads to professional licensure, has the program determined whether the course/program meets professional licensure requirement in the state where student/applicant is located and has a method to provide information in writing to the students?   Yes   No