

CHAPTER 5  
ACADEMIC AFFAIRS

Section 5-1 Instructional and Research Programs

a. Program Approval.

- (1) The Board approves the establishment or termination of all instructional and research programs upon recommendation by the President. This includes new centers, schools, and grouping of courses or academic units towards a credentialed objective. The Board shall be consulted in determining whether programs fall under this policy. (Jan. 13, 1966; Oct. 20, 1978; am: Oct. 18, 2002)
- (2) New/Established Programs. All proposals to establish new programs shall be consistent with the institution's mission and must be high on the list of academic priorities as enunciated in its academic plan. Proposals are presented according to a schedule and in a format prescribed by the President, providing for sufficient time for faculty review. The schedule shall provide that proposals for new programs that require the budgeting and acquisition of new resources shall be submitted to the Board for its approval with sufficient lead time to make the necessary adjustments to the Regents' budget. New programs, once approved, shall have provisional status during the period of their first full cycle. In confirmation and clarification of existing practice and policy, no tenure appointments or tenure commitments shall be made in the programs during this provisional status.
- (3) Each new program approved for establishment by the Board will be reviewed at the end of its first full cycle as prescribed by the campus review program and a report of this review shall be made and submitted to the President in a prescribed program evaluation format. Recommendations by the President for approval by the Board of Regents will include the results of the campus review. Following its review, the Board will determine whether the program is to be continued or terminated.
- (4) Programs approved for continuation shall be granted "established" program status. The President is delegated the authority to approve the granting of certificates within existing instructional programs. However any changes to a program once granted established status or deviations from the original intent, purpose, or design of the program must be approved by the Board. New certificate, associate, master's, and supplementary programs normally have a cycle of two years or less, and shall be reviewed after the completion of the second year. Baccalaureate doctoral degree programs and research programs have a longer cycle and shall be reviewed after the completion of the fourth year. All new

programs which are not reviewed by the campus in the year following the completion of the first cycle will be automatically terminated.

- (5) No established program shall be used for any other purpose than originally proposed without the prior approval of the Board. (Feb. 8, 1973; May 21, 1982, am: Oct. 18, 2002)

b. Review of Established Programs.

- (1) All established programs at UH-Manoa, UH-Hilo, and UH-West O'ahu shall receive an in-depth review every seventh year unless otherwise stipulated by the Board. Established programs at the Community Colleges shall be reviewed on a five-year cycle unless otherwise stipulated by the Board. Should it be determined, in consultation with the Board, 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 an in-depth review. Each campus shall develop its own five or seven-year program review schedule and submit an updated version annually to the Office of the President. The reviews required by these schedules shall be submitted annually to the Office of the President as they are completed, but in no case later than December 31 in the year following the academic year in which they are scheduled. The in-depth program reviews shall be submitted in the prescribed program evaluation format.
- (2) Reviews of particular programs may be undertaken at any time as deemed necessary by the faculty, administration, or Board. The President may authorize Chancellors to approve a program stop-out (a halt to new admissions to the program) for not more than two years in conjunction with a special study. An admission stop-out in excess of two years requires the President's approval. The Board shall be provided a report on all programs stopped-out.
- (3) Provisional and established programs deemed out-of-date or non-productive may be terminated by the President in consultation with the Board, following a stop-out of the program by the administration. Commitments to students already officially enrolled in such programs shall be met but no new program admissions shall take place. (Feb. 8, 1973; March 18, 1983; Nov. 22, 1991; am: Oct. 18, 2002)

c. Naming of Programs. (Cross reference Section 11-4)

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, provided that no program shall be given a name to honor a person without approval of the Board. (Note: A list of current instructional programs for degrees and certificates approved by the Board is maintained by the Office of Planning and Policy.) (Am: Oct. 18, 2002)

Section 5-2 Awards for Excellence in Teaching and Research.

- a. Awards may be made annually and will consist of an appropriate cash sum plus a suitably engraved Board of Regents' Medal. One award for excellence in teaching may be made on each campus, except on Manoa where a total of six awards may be made annually for excellence in teaching. Three awards for excellence in research may be made for the Statewide University system. No person may receive more than one award. Awards for teaching and research will be presented by the President in the name of the Regents at a convocation or faculty meeting.
- b. Nominations may be received from any three members of the faculty and/or students, who shall provide supporting evidence in writing. These nominations shall be addressed to the appropriate provost or chancellor. Selection of the recipients of the awards for excellence in teaching from among those nominated may be made by a student-faculty committee appointed for each campus by its provost or chancellor, there to be no less than two students and three faculty members on each committee. Selection of the recipients of the awards for excellence in research from among those nominated may be made by the University Research Council. The provosts and chancellors shall forward their nominees to the President for his endorsement and transmittal to the Board of Regents. (Feb . 14, 1975; Nov. 16, 1984; Dec. 18, 1987; June 21, 1991; am: Oct. 18, 2002)

Section 5-3 Academic Chairs.

The Board may establish academic chairs in selected fields of study and approve the appointment of distinguished faculty to such chairs. (Oct. 20, 1978)

Section 5-4 Affiliations and Cooperating Agencies.

- a. The Board approves the establishment of affiliations and cooperating relationships with selected institutions and other bodies as it may deem appropriate. 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.
- b. 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. The President is delegated authority to enter into appropriate agreements that do not commit significant financial resources and/or have significant impact on programs. The President will submit an annual report to the Board on the University's agreements.
- c. The President shall establish appropriate procedures for the review of agreements and shall submit an annual report to the Board on the

University's agreements. (Jan. 13, 1966; Oct. 20, 1978; May 11, 1990; am: Oct. 18, 2002)

- d. Western Governors University (WGU). The President, as the executive officer of the Board, or the President's designee, is delegated authority relative to entering into an affiliation in the Western Governors University including, but not limited to, establishing appropriate fees for services rendered on a cost recovery basis. Revenues from any such fees shall be deposited in the Western Governors University special fund and may be used for expenses related to participation in the WGU. Arrangements that require the University to commit significant resources shall require Board approval in accordance with BOR budget approval requirements. The President shall submit an annual report to the Board on activities relating to the WGU. (ad: Oct. 9, 1998; am: Oct. 18, 2002)

#### Section 5-5 Academic Calendar.

- a. This section establishes a common systemwide academic calendar in order to facilitate student planning, cooperative programs among campuses, and to simplify student and faculty movements among institutions. 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.
- b. The academic year for the University of Hawai'i at Manoa (with the exception of the John A. Burns School of Medicine), Hilo, West O'ahu, and the Community Colleges is composed of:
  - (1) Two fifteen-week semesters of instruction;
  - (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.
- c. All campuses of the UH System shall adhere to a common first day of instruction each semester and observe holidays established by law. Campuses may set internal dates for registration, examinations, study days, and commencement. Each campus schedules summer sessions according to individual campus objectives. Summer credit offerings must be equivalent to the fifteen-week semester standard. Collective bargaining contracts govern duty periods for faculty and staff during the academic year. (June 10, 1970; Oct. 19, 1990; am: Oct. 18, 2002)
- d. The President or designees 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 and professional accrediting bodies. (ad: Oct. 18, 2002)

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

- a. Board of Regents' approval is required for instructional, research, administrative or public service centers that:
  - (1) require significant current or future commitments of institutional funding, personnel or physical resources, a substantive change in program mission, and/or involve major institutional liability;
  - (2) involve Board or Presidential agreements with external governmental or private entities and/or;
  - (3) involve an honorific name in the designation of the center.
- b. Authority is delegated to the President to establish centers that do not meet the above criteria, including centers funded with private funds or under the terms of an externally funded research or training grant. The President may further delegate this authority. All appropriated fund resource requirements of centers are subject to the University's usual budget approval processes. Externally funded centers are discontinued upon the termination of the source of funds or are subject to the approval requirements stated above.
- c. The President is delegated the authority to implement the provisions of this policy by establishing guidelines directing the approval, periodic review, and maintenance of the official record of centers. Functional names for centers are established as part of the approval process. Executive guidelines will ensure that instructional and research centers are subject to critical review on a periodic basis to determine if the center should be continued.
- d. Centers established by the Board of Regents shall be abolished only by action of the Board. Other centers may be discontinued at the level at which they were approved.
- e. All major reorganizations must be in conformance with provisions of the Board's policy on organizational units. (ad: July 21, 2002; am: Oct. 18, 2002)

Section 5-7 Instruction.

- a. Graduate Programs. All graduate programs shall be established, terminated and reviewed in accordance with Board policy.
  - (1) The parameters within which graduate programs may be offered are as follows:
    - (a) The University of Hawai'i at Manoa will remain the only public research University campus in the State. It will continue as the only University of Hawai'i campus that offers the doctoral degree, degrees in law and medicine, and a comprehensive array of master's degrees and undergraduate curricula.
    - (b) While undergraduate education will continue to be its major emphasis, the University of Hawai'i at Hilo may be authorized to

offer master's programs in selected areas in which sufficient State needs exist or in which the Island of Hawai'i has a competitive advantage. Such programs may be offered in conjunction with the University of Hawai'i at Manoa or solely by the University of Hawai'i at Hilo.

- (c) The University of Hawai'i at Manoa and the University of Hawai'i at Hilo shall each be authorized a graduate division. 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. The Manoa and Hilo administration shall ensure the appropriate involvement in these matters of faculty, staff, and students. (Am: Mar. 14, 2003)
  - (d) The President is delegated authority to establish administrative policies and procedures that may be needed to implement this Board of Regents Policy. (May 12, 1977; Sept. 20, 1991; am: Oct. 18, 2002)
- (2) Criteria for evaluation of graduate programs are as follows:
- (a) The direct relevance of the contribution of the field of study to the professional economic, social, occupational and general educational needs of Hawai'i.
  - (b) A "national needs factor" that emphasizes the direct relevance of the contributions of the field of study to national needs and where Hawai'i and the University have unique or outstanding resources to respond with quality.
  - (c) An "international needs factor" that emphasizes the direct relevance of the contributions of the field of study to international needs and where Hawai'i and the University have unique or outstanding resources to respond with quality.
  - (d) An educational needs factor that indicates the direct relevance of a field of study to basic educational needs for which there is a demand by Hawai'i's population.
  - (e) The relevance of a field of study as a necessary supporting discipline for quality programs identified by the above criteria.
  - (f) A qualitative assessment of the program in relation to competing demands for resources by new programs and continuing programs. Such assessment will include among other information, program reviews, student performance and placement, accreditation reports, and faculty resources.

- (g) An assessment of productivity and cost/benefit considerations within the overall context of campus and University “mission” and planning priorities. (May 12,1977)

Section 5-8 Academic Degrees, Diplomas and Certificates.

- a. Degrees, diplomas and certificates will be granted by the Board upon successful completion of prescribed programs of study. The Board may delegate such authority to the President or designee who shall also be responsible for maintaining an official inventory of all Board established degrees, diplomas and certificate programs. (Jan. 13, 1966; Oct. 20, 1978; am: Oct. 18, 2002)
  - (1) The University of Hawai'i program certificates (degrees, diplomas, and certificates) that are authorized by the Board are conferred by the Regents of the University of Hawai'i. To the extent deemed feasible and desirable, these certifications 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).
  - (2) The President is authorized to award and present Board conferred degrees, diplomas, certificates of completion, subject area certificates, minors, and similar credentials that utilize existing courses. This authority may be further delegated to the Chancellors. Certificates which are the sole credential in an instructional area, which establish a new instructional area, or which require new resources must be approved by the Board. (Apr. 20, 1978; am: Oct. 18, 2002)
  - (3) The President is delegated the authority to make changes in the names of instructional programs and credentials to maintain consistency with current academic usage, provided that no honorific names are used. (May 21, 1970; am: Oct. 18, 2002)

Section 5-9 Honorary Degrees and Regents' Medals.

- a. Honorary Degrees.
  - (1) The Board of Regents 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 accomplishment may warrant the award of an honorary degree by the University of Hawai'i.

- (b) Service or benefaction to the University of Hawai'i 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 of Regents or to active employees of the University, nor to former employees of the University of Hawai'i 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 of Hawai'i. (am: Nov. 17, 2005)
  - (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 of Hawai'i as a whole rather than by a campus on which the conferral shall take place; therefore, more than one University of Hawai'i 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.
  - (h) The Board of Regents has the option of establishing a theme for a particular academic year. In academic years when a theme is adopted, an announcement of the theme will be made by October 1 of the academic year during which the nominations are due. (am: Oct. 18, 2002)
- (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 at its direction the President of the University. (am: Oct. 18, 2002)
- b. Regents' Medal of Distinction and Regents' Medal
- (1) The Regents' Medal of Distinction may be conferred at the discretion of the Board of Regents 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

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. (Oct. 20, 1978; Apr. 3, 1980; Nov. 16, 1984; June 18, 1993; am: Oct. 18, 2002)

#### Section 5-10 Distance Learning.

(Note: This section replaces former policy on Outreach Instruction as last amended on March 5, 1981. Cross reference: Administrative Rule 20-5 for tuition and fees for outreach non-credit programs and offerings.)

- a. Distance learning refers to educational programs and activities designed to serve clientele other than regular on-campus students and/or deliver such courses and programs in ways and/or at times and locations suited to the needs and convenience of those to be served. Distance learning includes telecommunications-assisted and/or off-site instruction. Distance learning may involve credit courses at the graduate, post-baccalaureate, and undergraduate levels, and/or non-credit, professional, and community service courses.
- b. The primary purpose of distance learning is to extend the University's rich array of quality instructional resources to students anywhere in the state who are committed to higher education but are constrained by diverse factors which prevent their participation as regular on-campus students at the UH campus offering their program of choice. The University of Hawai'i is committed to a vigorous distance learning and instructional effort to equalize, as far as possible, higher educational opportunity in all parts of the State. As such, distance learning is an integral part of the mission and a primary responsibility of every campus in the UH system.
- c. Distance learning also has the potential to support the entrepreneurial goals of the University as well as to support the University's mission beyond state boundaries. Distance learning outside the State will strengthen the University's Asian/Pacific focus and support the University's position as the premier institution of higher education in the Pacific Basin. As important as efforts are to extend distance learning beyond the state boundaries are to the vitality of the University, they will not take precedence over the primary commitment of distance learning to provide increased access to post-secondary education to the residents of the State of Hawai'i.
- d. A fundamental requirement for distance learning is that the quality and standards of such courses and programs be comparable to other instructional programs of the University. Distance learning regular credit courses and programs result in learning outcomes appropriate to the degree or certificate to be granted and are of equal rigor and breadth as those required of on-campus programs. Mechanisms for the planning, delivery, and evaluation of

distance learning programs should assure the maintenance of standards and quality. 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.

- e. The University's on-going goal is to offer distance learning credit instruction in Hawai'i at a cost to the student similar to charges for regular on-campus instruction. Applicable nonresident tuition applies for courses delivered outside the State unless superseded or supplemented by special credit course or other fees approved by the President.
- f. Non-credit instruction, professional workshops, and similar instructional services should not be subsidized by fees generated by credit instruction, but rather, at a minimum, should be fully self-supporting by fees and tuition charged, plus any requested general fund support appropriated, allocated, and budgeted to support specific non-credit offerings. Similarly, at a minimum, cost recovery is expected of courses and programs delivered to students outside the State of Hawai'i.
- g. The University administration is responsible for developing, updating as needed, and promulgating detailed policy and procedures to articulate and implement the philosophy and provisions of this Board of Regents' policy on distance learning. (ad: June 19, 1998; am: Oct. 18, 2002)

#### Section 5-11 Admissions

- a. It is the Board's intent to 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 insuring preference for qualified Hawai'i residents. In doing so the following principles are established: (am: Oct. 18, 2002)
  - (1) The University of Hawai'i at Manoa, the University of Hawai'i at Hilo and the University of Hawai'i – West O'ahu will utilize selective admissions criteria for all colleges and programs.
  - (2) The University of Hawai'i 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 shall develop, in concert with campus administrators and faculty and subject to the approval of the President:
    - (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 of Hawai'i.
- 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 the University system. Implementing this policy is a major responsibility of both the two and four year 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.
  - (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 enrollments are 30% at the baccalaureate campuses and 15% at the community colleges. The base for determining ceilings is projected campus headcount enrollment and excludes active duty military personnel stationed in Hawai'i and their authorized dependents. (Oct. 18, 2002)
- c. Graduate admissions criteria are established by program faculty with the approval of the Chancellor. (Sept. 21, 1970; Aug. 2, 1985; am: Apr. 26, 1996)

Section 5-12 General Education.

- a. Purpose: General education is an essential segment of comprehensive postsecondary education programs, an important component of specialized programs, and is recognized as contributing significantly to the growth and

development of students in all undergraduate offerings both credit and noncredit.

- b. Requirements (General Education and Core): It is the Board of Regents' policy that all University of Hawai'i campuses offer a recognizable core of general education based on a philosophy and rationale that are clearly stated and appropriate for each credential or cluster of credentials offered. All unit general education and core requirements shall be approved by the Board and any changes in concept or principle must receive prior Board approval.

At a minimum, general education introduces the content and methodology of the major areas of knowledge—the humanities, the fine arts, the natural sciences, and the social sciences. General education develops the intellectual skills and social attitudes that will help students become effective learners, workers, and citizens. Also, general education programs provide opportunities for all students to develop and demonstrate competency in communication and quantitative skills, critical analysis of data and argument, and appreciation of cultural diversity.

Units' overall plans for general education are developed cooperatively by faculty and administrators and approved by the Board of Regents. Detailed general education requirements are clearly and accurately described in official campus publications. (Board-approved core and general education plans for the respective units are made a part of this section and located at the end of this chapter.)

- c. Campuses may provide for general education requirements through admission prerequisites or the transfer of degree and/or credit arrangements. General education may be taught in different ways but in all cases should be taught by individuals who are qualified in the subject being taught. (ad: July 22, 1994; am: Oct. 18, 2002)

### Section 5-13 Student and Credit Transfer.

- a. The University of Hawai'i, as a comprehensive state-wide system, offers instruction in a wide variety of programs located at campuses on each of the major islands. As a unified system of postsecondary education, it is important that the maximum degree of coordination and cooperation exist among campus instructional units in order to ensure for 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 of Regents 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 founded on sound academic principles and designed and implemented in a manner which facilitates the smooth flow of students towards successful completion of their postsecondary educational goals.
  - d. It is delegated to the President of the University of Hawai'i to:
    - (1) promulgate new and/or revised executive policies that carry out the intent of this Board policy, insuring for full consultation with campus and faculty governance bodies in the process; and
    - (2) periodically provide the Board with a report as to the status of student and credit transfer within the University of Hawai'i. (ad: July 22, 1994; am: Oct. 18, 2002)

#### Section 5-14 University of Hawai'i Centers.

- a. University of Hawai'i Center establishes a permanent University of Hawai'i presence in communities that otherwise lack access to programs offered elsewhere in the UH system. The Center is a site at which qualified students who are unable to travel to the UH campus offering their program of choice can enroll in courses or credential programs that are offered by one or more of the University's accredited institutions.
- b. The primary purpose of University of Hawai'i Centers is instructional; some may also serve as the receive site for various research and/or public service programs. Designation as a University of Hawai'i Center requires Board of Regents action. University of Hawai'i Centers are assigned for administrative purposes to existing University campuses. While University of Hawai'i Centers are not separately accredited, their program offerings derive accredited status because they are provided by accredited UH campuses.
- c. Typically, University of Hawai'i Centers provide access to multiple disciplines, serving as receive sites for courses, course sequences, and/or a limited number of complete Board-authorized credential programs; usually a Center's offerings originate from two or more of the accredited campuses of the University of Hawai'i system. Patterns will vary from center to center but, in general, programs at the upper division and graduate level will rotate in response to cohort need and resource availability. At the lower division level, and in the absence of a community college, more continuous programming is made available as demand warrants and resources permit.
- d. Courses and programs of study delivered at University of Hawai'i Centers use a variety of delivery strategies, including distance education technology, faculty who travel to the Center from their home campus, and faculty from the community served by the University of Hawai'i Center. In all cases, faculty are

- appointed by and responsible to the campus from which the courses/program originate and the established personnel policies and procedures of that employing campus apply.
- e. Campuses with administrative responsibility for University of Hawai'i Centers work with those UH campuses originating courses and programs to ensure that basic community needs assessments take place and that infrastructure needs consistent with accreditation requirements are met.
  - f. Campuses originating educational programs delivered at University of Hawai'i 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.
  - g. The University system is responsible for establishing and coordinating overall system policies and practices for the University of Hawai'i network of University of Hawai'i Centers.
  - h. The following University of Hawai'i Centers are formally recognized as part of the University of Hawai'i system.
    - (1) University of Hawai'i Center, Kaua'i, Lihu'e, Kaua'i (administratively assigned to Kaua'i Community College)
    - (2) University of Hawai'i Center, Maui, Wailuku, Maui (administratively assigned to Maui Community College)
    - (3) University of Hawai'i Center, West Hawai'i, Kealahou, Hawai'i (administratively assigned to Hawai'i Community College) (ad: June 21, 1996; am: Jan. 17, 1997; am: Oct. 18, 2002)

#### Section 5-15 Research.

- a. In the conduct of research and scholarly activities, faculty members and staff shall adhere to strict ethical standards of conduct. Failure to adhere to ethical standards includes, but is not limited to: falsification of data, plagiarism, abuse of confidentiality, dishonesty in publications, deliberate violation of regulations, property violations, the failure to report observed fraud, and potential conflicts of interest. (Oct. 20, 1989; am: Nov. 17, 1995)
- b. Principal Investigator. Only University Board of Regents appointees may serve as a Principal Investigator. (Jan. 8, 1954; am: Nov. 17, 1995)
- c. Classified Research.
  - (1) The University recognizes the right of the scholar to inquire and disseminate the results of inquiry according to the established forms of academic freedom, recognizing that an individual's work may have profound effects on the academic community. (am: Nov. 17, 1995)

- (2) At the University of Hawai'i all research is undertaken voluntarily by individuals or groups of investigators. The "University" as such is not engaged in research. It may provide facilities, equipment and certain kinds of overhead administrative services to facilitate the research. Whenever a given research proposal, however, involves special financing, whether by agencies inside or outside the University, there is a joint decision to submit the proposal by the principal investigator and the various University reviewers. (March 25, 1970)
- (3) The University guarantees the freedom to inquire of each member of the academic community and affirms the right of each member to gain access to all available relevant information. Each member also has the absolute right to choose whether, how, and where to publish scholarly conclusions and results of research. The University must insure, however, that there are no restrictions in making available the scholarly results of inquiry included in any contract or grant to which the University is formally a party, except for matters normally held in confidence, such as those between doctor and patient.
- (4) It is also the policy of the University to press for maximum openness among agencies—governmental or private—that place any kind of restriction upon access to information of a scholarly character.
- (5) Whenever a given research proposal is accepted by the University of Hawai'i, it means that the following conditions have been met: the proposal has scholarly merit; the investigator is deemed capable of undertaking it; those responsible for committing the use of facilities and other resources of the University agree to accept the commitment involved; the investigator is free to publish the research results; and the investigator has disclosed all potential conflicts of interest.

All cases of indecision, or unfavorable decisions to be reviewed by University authorities will be referred to the Academic Freedom Committee of the University Faculty Senate for hearing according to established due process procedures. (Mar. 25, 1970; am: Nov. 17, 1995)

- d. Administrative Unit for Classified Contracts. A "Managerial Group" shall be responsible for the negotiation, execution, administration, and institutional compliance of classified contracts that are subject to the Department of Defense National Industrial Security Program Operating Manual (NISPOM) requirements. Recognizing that research is a faculty enterprise, regardless of the University's organizational structure and titles at any point in time, the "Managerial Group" should always include the senior academic administrator responsible for University research. Occupants of the following University positions shall comprise the "Managerial Group" pursuant to the requirements of the NISPOM:

- (1) President,

- (2) Vice President for Administration,
- (3) Vice President for Budget and Finance and Chief Financial Officer,
- (4) Vice President for Research, and
- (5) Vice President for Information Technology and Chief University Information Officer.

(Sept. 22, 1966; Oct. 17, 1986; am: Nov. 17, 1995, am: May 18, 2001; am: Feb. 22, 2002; am: Sept. 5, 2002; am: May 29, 2008)

- e. Security Clearance. The President and members of the Managerial Group shall possess or be processed for a personnel security clearance for access to classified information to the level of the facility security clearance granted this institution. Members of the Board of Regents and administration not named in this paragraph shall not require, nor shall have and can be effectively denied, access to classified information in possession of the University. They do not occupy positions that would enable them to affect adversely the University's policies or practices in the performance of classified contracts from the Department of Defense.

The University's duly appointed Facility Security Officer shall insure that the institution complies with all policies, regulations and contractual stipulations relative to safeguarding classified information accessed by this University. (Feb. 16, 1954; June 8, 1961; Sept. 22, 1966; Oct. 17, 1986, am: Nov. 17, 1995; am: Mar. 20, 1998; am: Oct. 18, 2002)

- f. Outside Research Projects.

- (1) The following rules apply to requests from individuals or organizations to utilize University facilities to conduct research which is not a part of the University's research program.
  - (a) Only requests coming from other universities or research institutions shall be considered.
  - (b) No requests shall be granted unless space and facilities are available, and then only for definitely limited periods.
  - (c) Researchers under such an arrangement must have a University appointment, for example as Research Associate or as Research Assistant.
  - (d) A specific list of facilities and equipment required shall be submitted and arrangements for payment must be made prior to permission being granted.
- (2) It is understood that the limitations in (a) above do not apply to cooperative research projects where arrangements for the utilization of facilities by visiting scientists were made when the project was established. (June 15, 1954; am: Nov. 17, 1995)

Section 5-16 Patent and Copyright Policy (see Administrative Rules, Title 20, University of Hawai'i, Chapter 3.)

Section 5-17 Graduate Theses and Dissertations.

A thesis or dissertation is the property and responsibility of the author. Copies deposited in the University of Hawai'i Manoa's Library are subject to the same freedom of access as other such documents and books. (June 10, 1967; am: Nov. 17, 1995; am: Oct. 18, 2002)

Section 5-18 Establishment and Review of Organized Research Units.

- a. The Board of Regents approves extra-departmental administrative structures, commonly referred to as organized research units (ORUs). ORUs provide a locus for faculty, staff and students to engage in focused, collaborative research and training activities. They are expected to generate significant grant and contract funding.
- b. The President establishes procedures for review of proposed ORUs, including review and recommendations by the relevant campus faculty senate and administrative officers.
- c. No organized research unit may be formally established or discontinued until review as prescribed by the President has been completed, the President makes a recommendation to the Board and the Board has given its approval.
- d. Once established, an organized research unit will be reviewed periodically at intervals of seven years or less, according to procedures established by the President.
- e. All major reorganizations of the administrative structure of an organized research unit must be in conformance with provisions of the Board of Regents' policy on establishment and reorganization of organizational units. (Apr. 19, 1991; am: Nov. 17, 1995; am: Oct. 18, 2002)

Section 5-19 Research Corporation of the University of Hawai'i (RCUH).

- a. The RCUH was established by state statute to facilitate the research effort of the University of Hawai'i. It is a corporate body governed by an independent board, separate from the University. A statutorily determined number of members of the Board of Regents also comprise the RCUH board. Regents shall be assigned to the RCUH board annually by the Chairperson of the Board of Regents.
- b. The University may service order certain aspects of research contracts and grants to RCUH. However, RCUH shall not be used to circumvent statutes, Board policies, contracts, settlements, or regulations. Consequently, in order for the University to approve a service order to RCUH, it must be clearly

substantiated that despite capabilities under its constitutionally granted autonomy, terms of the research or training grant or contract precludes the University from maximum utilization of the funds.

- c. Service ordering to RCUH shall be for the direct support of a research or training project and shall not include major construction (CIP) and repair maintenance (R&M) projects, employment of any person in excess of one year, purchases in excess of \$100,000 (total value), as a means to supplement existing University contracts or salaries, and contracting of services exceeding \$100,000 in total value unless prior Board approval is obtained.
- d. No University funds, regardless of source, shall be directed to RCUH or any external agency without being received by the University's office responsible for the administration of research and training grants and contracts. Upon receipt, a determination by the University shall be made as to service ordering to RCUH based on this policy.
- e. A monthly report of all service ordered actions to RCUH shall be submitted to the Board of Regents in a format determined by the Board.
- f. The Board of Regents shall execute a document of relationship between the University and RCUH delineating the parameters of service to be rendered. This document shall be executed annually to allow for periodic amendments as necessary. (Ad: Oct. 18, 2002)

#### Section 5-20 Academic Support.

- a. Credit by Examination at University of Hawai'i at Manoa.
  - (1) Students taking a comprehensive examination for credit shall pay a fee established by the President.
  - (2) Approval to take such examination shall be granted by the dean of the college in the case of regular students, or by the Dean of Students in the case of part-time students or those in attendance at Schofield or Hickam or Hilo, upon presentation of evidence that they are already familiar with the work of the course and provided that they have been in attendance at the University for at least one semester.
  - (3) If a student attempting to secure credit by examination should not pass the examination given, an "F" shall appear on his permanent record card.
  - (4) Applications for credit by examination must be made before the end of the first six weeks of a semester, and only one examination in any course shall be given each semester. (Feb. 24, 1950; Apr. 16, 1969)
- b. Library.
  - (1) Regulations Governing Library Borrowing Periods, Fines and Assessments.

- (a) The Board of Regents delegates to the President (who may in turn delegate to chancellors and Provosts as applicable) the authority to establish rules and regulations pertaining to borrowing periods for library materials on their respective campuses.
  - (b) The Board of Regents delegates to the President the authority to establish fines and the assessment of other costs in connection with delinquent or non-return of library materials on all the campuses.
  - (c) The foregoing delegation of authority shall provide for a minimum of two notices of delinquency in the return of library materials. Thereafter, the campus administration shall take appropriate and timely steps to have the fine or assessment withheld from the salary of the employee-borrower as prescribed in Section 78-12, Hawai'i Revised Statutes, and in the case of nonemployee-borrower subject to the collection procedures as may be prescribed by law. (May 16, 1974)
- (2) Thefts and Mutilations of Library Materials
- (a) Any person who shall mutilate any materials belonging to the University libraries or who shall, without proper authorization, have in his possession or under his control any materials belonging to the University libraries shall be subject to disciplinary action by the University. The maximum sanction which may be assessed is expulsion of a student or dismissal of a faculty or staff member. (Mar. 25, 1970)
  - (b) Violations.
    - 1. First Offense: Under usual circumstances, the librarian or an employee of the library shall require the individual (i) to reimburse the library for the replacement value of the material mutilated plus attendant overhead costs of reordering, shipping, etc., (such overhead cost will normally be based on an average), or (ii) to return the material or to follow established procedures to "check out" the material.

Further, the individual shall be informed that any subsequent violation will result in written allegation being filed with (i) the chairman of the Student Conduct Committee if a student, or (ii) with the President of the University if a faculty or staff member.
    - 2. Subsequent Offenses. The librarian or an employee of the libraries shall file written allegations with (i) the chairman of the Student Conduct Committee if a student, or (ii) with the President of the University if a faculty or staff member. (Mar. 25, 1970)

- (c) Public Law. Nothing in this statement of policy shall be deemed to preclude any individual from filing criminal charges with public law enforcement agencies. (Mar. 25, 1970)
- (3) University Library Fees for Cost Recovery Services
  - (a) A library cost recovery fee is established and the President delegated 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.
  - (b) 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.
  - (c) The schedule of fees for cost recovery services is made a part of this section and located at the end of this chapter. The fees listed are the maximum a University library may charge to UH affiliated patrons. Each campus may decide appropriate charges for the services listed. (ad: Mar. 17, 1995)
- c. The University of Hawai'i Press, Regulations of.
  - (1) The function of the Press is to publish in permanent form books, journals, recordings, films, and electronic communication forms 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 of Hawai'i. In addition, the Press may publish non-scholarly works of high merit which will be of service to the people of the State.
  - (2) 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.
  - (3) The executive head of the Press shall be a Director appointed by the Board of Regents upon nomination by the President of the University. The Director shall be responsible to the Manoa Chancellor's Office for the efficient handling of the affairs of the Press.
  - (4) 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 Board shall be appointed by the Chancellor with the advice of the Director. 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

Board shall be eligible for reappointment. The Board shall elect its own chairman, and the Director shall be an ex-officio member without vote.

- (5) 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.
- (6) These regulations shall become effective at once; and they are subject to change only by action of the Board of Regents. (July 22, 1971; Feb. 16, 1978; Feb. 19, 1982; am: Oct. 18, 2002)

Section 5-21 Early Admission Policies.

- a. It is the intent of the Board of Regents to 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 academically superior and accomplished youth under 18 years of age who may be continuing high school students as well as to certain youth who have left high school without graduating.
- b. In accordance with Board policy guidelines provided herein, each Chancellor in concert with campus administrators and faculty, is authorized to develop Early Admissions policies including admission and enrollment criteria and transfer procedures. A copy of the Early Admission program and policy for each unit shall be placed on file with the Office of the President. As part of routine reports on Strategic Plan implementation, Chancellors report to the President on the effectiveness of their early admission program.
- c. Policies on the early admission of academically superior and accomplished students shall follow these guidelines:
  - (1) Normally, eligibility will be restricted to high school juniors and seniors. Any exception shall be made on a case-by-case review basis and must be thoroughly justified on the basis of academic, intellectual, or artistic accomplishment or exhaustion in secondary school of advancement opportunities in the field of accomplishment.
  - (2) Vocationally gifted secondary school students may be eligible for participation in community college vocational education programs.
  - (3) Academically superior or vocationally gifted students (as referenced above) must be in good standing with a high school, recommended by school authorities, and approved by parents for early admissions.
  - (4) Normal tuition, fee schedules, course prerequisites, and admission requirements other than high school graduation will prevail.

- (5) Units should determine registration slots on reserved or space-available basis, and publicized same.
  - (6) Units should determine programs/courses eligible for early admits, and publicize same.
  - (7) The program will be consistent with existing statutes. (May 8, 1980; am: Oct. 18, 2002)
- d. High school dropouts and applicants officially released or expelled who are under 18 may be considered for early admission in courses or programs provided that:
- (1) the college determines that the student can benefit from its academic or vocational offerings; and,
  - (2) there is an agreement of mutual sharing of responsibility with the releasing high school, employer or would-be employer, or a recommendation by an equivalent agency; e.g., the Family Court. (May 8, 1980)

## General Education at the University of Hawai'i at Manoa

Spring 2002

(ad: Apr. 18, 1986; am: July 21, 2000)

General education requirements are minimum expectations for the educational experience of every university graduate. Schools/colleges and departments build on this foundation with their own requirements. This plan views undergraduate education as an opportunity for each student to find coherence through careful combinations of general education, school/college, and department requirements. In addition it notes that certain abilities can best be attained through course work within the student's chosen major rather than via generic courses required of all students.

This plan for general education is intended to increase possibilities for educational coherence through increased flexibility. It moves away from the concept of a fixed list of required courses. This increased flexibility with regard to course offerings satisfying general education requirements is also designed to facilitate transfer of students to Manoa, both from within the UH system and from other institutions. The plan acknowledges existing articulation agreements.

### A. UH-Manoa Core Requirements

#### 1. Foundations Requirement (minimum of 12 credits)

Written communication  
Symbolic reasoning  
Global and multi-cultural perspectives

The foundations requirements are intended to give students skills and perspectives that are fundamental to undertaking higher education. They ensure that all students develop basic competency in written communication, in the use of written resources whether in the library or on the Internet, in the use of abstract symbols in contexts of problem solving, the presentation and critical evaluation of evidence, and the development of strategies of argument. At the same time they will, in a thematic fashion, be studying global processes and cross-cultural interactions from a variety of perspectives. Courses satisfying this latter requirement have appreciation of cultural diversity as one of their primary goals. For students who enter Manoa as freshmen, the goal is to provide freshman foundation courses that give students fundamental skills and perspectives. To foster an understanding of the connections among domains of knowledge, these courses will ordinarily be linked or require co-registration.

#### 2. Diversification Requirement (minimum 19 credits)

Arts, Humanities and Literature  
Social Sciences  
Natural Sciences

The diversification requirement is intended to ensure that every student has a broad exposure to different domains of academic knowledge, while at the same time allowing flexibility for students with different goals and interests. Students should have a sense of coherence in their education. This is achieved not by imposing uniformity but by helping students discover connections as they pursue their own interests and goals.

B. Special UH-Manoa Graduation Requirements

1. Focus requirements which identify important additional skills and discourses which can be provided through courses across the curriculum, such as written and oral communication, ethical concerns, and Hawaiian, Asian and Pacific issues.
2. Hawaiian/second language requirement and provision for granting waivers from this requirement.

C. School/College Requirements

Each school or college determines the number of credits required for degrees involving departments and programs located within it. The School or college may establish additional general education requirements.

D. Departments

The academic major is viewed as an anchor for bringing coherence to a student's educational experience. Most students are particularly motivated in regard to their education in chosen majors. Thus a student's major department should be a locus for the student's experience of coherence; it should provide academic guidance so that each student's general education choices, major courses, and electives complement one another. It is intended that departments develop mentoring plans to guide students through their academic program.

UNIVERSITY LIBRARY FEES FOR COST RECOVERY SERVICES\*\*

March 17, 1995

Service	Fees
Self-service copying	Self-service coin operated photocopies: \$.10 per page
	Self-service photocopies using debit card: Vendor cost plus \$.02 per page
	Self-service microform to paper copies: Vendor cost plus \$.05 per page
	Self-service paper printouts from computerized or other mechanized sources: Vendor cost plus \$.06 per page
Serviced copying	Large format photocopies: Vendor cost plus \$1.00 per page
	Color photocopies: Vendor cost plus \$1.00 per pae
	Customized color photocopies: Vendor cost plus \$4.00 per page
Microform duplication services	Microfiche duplication (fiche to fiche) \$.50 per fiche
	Microfilm duplication: \$25.00 per reel
Preservation reformatting services	Photocopies on archival paper: \$12.00 per volume plus \$.25 per page
	Original microfilms from library collection: \$.50 per frame (2 facing pages)
	Digitized text or photographs: Variable costs
Online computer database search	Database search: Vendor cost plus \$3.00

**Service****Fees**

Photographic services	Black & white custom printing from existing negative:
	<p>\$8.25 for 5x7; \$11.00 for 8x10; and \$16.50 for 11x14</p> <p>Prints requiring a negative to be made: \$16.50 for 5x7; \$19.25 for 8x10; and \$24.75 for 11x14 (Prices are for prints on RESIN coated paper. If FIBER paper is requested, prices are increased by 50%.)</p> <p>Slide photography: \$19.25 minimum order on all 35mm photography and duplication</p> <p>Black and white slides: \$19.25 minimum order for 1-16 slides; additional slides \$1.00 each</p> <p>Color slides: \$19.25 minimum order for 1-16 slides; additional slides \$1.00 each</p> <p>High contrast black and white: \$19.25 minimum order for 1-16 slides; additional slides \$1.00 each</p> <p>Slide duplication: \$19.25 minimum order for 1-16 slides; additional slides \$1.00 each</p> <p>White on blue slides: \$19.25 minimum order for 1-8 slides; additional slides \$2.00 each</p> <p>Color negative from color slide or print: \$19.25 minimum order for 1-8 negatives; additional negatives \$2.00 each</p> <p>Black &amp; white negative from color slide or print: \$19.25 minimum order for 1-8 negatives; additional negatives \$2.00 each</p>

Service	Fees
Preservation services	<p>4x5 Color transparencies:  first transparency \$4.25;  additional transparencies \$2.00 each</p> <p>Phase boxing (repackaging):  \$25.00 per volume plus shipping, insurance  and packing</p> <p>Rebinding:  Variable costs</p> <p>Book repair:  Variable costs</p>
Pest management services	<p>Freezer treatment for insect infestations in  books:  \$2.00 per book; quotations provided for  applicable in-house or contract pickup and  delivery charges</p>

\*\* Cost-recovery fees listed are the maximum fees a University of Hawaii library may charge to UH affiliated patrons. Each campus may decide appropriate charges for the services provided. Increases in cost-recovery service charges listed above may be implemented with the approval of the President, or his designee. Increases may be adjusted up to 15% of the published fee provided notice of proposed increases is posted for thirty days prior to implementation.