

New Program Code       Replace Program Code      Date: \_\_\_\_\_

**REQUESTOR CONTACT INFORMATION**

Name \_\_\_\_\_ Campus \_\_\_\_\_  
 Title \_\_\_\_\_ Email \_\_\_\_\_  
 Office/Dept \_\_\_\_\_ Phone \_\_\_\_\_

**NEW PROGRAM CODE TO CREATE**

Institution \_\_\_\_\_ Campus \_\_\_\_\_  
 Level \_\_\_\_\_ Effective Term \_\_\_\_\_

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) _____	_____	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) _____	_____	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) _____	_____	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR

If a similar major/concentration code exists in Banner, please list the code: \_\_\_\_\_

Justification to warrant a new major/concentration code similar to an existing major/concentration code:  
 \_\_\_\_\_

Is this major/concentration code being used the same way at the other UH campuses?     Yes     No  
 Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.*     Yes     No

**RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION**

Is 50% or greater of the classes in this program offered at a location other than the Home Campus?     Yes     No  
 Is this program/major/certificate financial aid eligible?     Yes     No  
 Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?     Yes     No

See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

**Program Length**

*In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.*

Special Program Designations     A     B     N     P     T     U

See *Special Program Designations Code Definitions on IRAO Program Code Request webpage*

Required Terms of Enrollment:     Fall     Spring     Summer     Extended

**EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE**

Program Code _____	Program Description _____
Institution _____	Campus _____
College _____	Department _____
Level _____	

Are current students "grandfathered" under the program code?  Yes  No

Should the old program code be available for use in Banner?  Yes  No

**Effective**  **, old program code will no longer be available to admit or recruit students.**  
Term (ie. Fall 2020)

*This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.*

**Effective**  **, old program code will no longer be available to award degree to students.**  
Term (ie. Fall 2020)

*This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.*

**ATTACHMENTS**

**BOR Approved:** Sole-credential Certificate, Associate, Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents  Curriculum

**Chancellor Approved:** Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify Vice President for Academic Planning and Policy regarding program action.  
 Curriculum

**CERTIFICATES ONLY: Please check one (1) statement.** This certificate is a...

BOR approved certificate. BOR Meeting/Approval Date: \_\_\_\_\_

Chancellor approved within an authorized BOR program. BOR Program: \_\_\_\_\_

Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

**VERIFICATIONS**

*By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.*

<p><b>Registrar</b> (Print Name)</p> <p>_____</p>	<p><b>Financial Aid Officer</b> (Print Name)</p> <p>_____</p>	<p><b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b></p> <p>_____</p>
Signature	Date	Signature
Signature	Date	Signature
Date	Date	Date

**ADDITIONAL COMMENTS**

# CERT-HUM-HPST

## Certificate in Hawaiian-Pacific Studies

Approved | Fall 2022

### Proposal Information

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#### Workflow Status

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##### *Proposer*

- ✓ **Sa'iliemanu Lilomaiva-Doktor (Submitter)**  
Submitted 11-11-2021
  - ✓ Kaula Neumann (Shared)
  - ✓ **Sa'iliemanu Lilomaiva-Doktor**  
Submitted 3-3-2022
- 

##### *Division (Humanities) \\ Division Chair*

- ✓ **Jon Magnussen**  
Approved 11-11-2021
- 

##### *(All Division Chairs) \\ Division Chairs*

- ✉ Mary Heller
  - ✉ Kristina Lu
  - ✉ Sharla Hanaoka
  - ✉ Michael Furuto
  - ✉ Orlando Garcia-Santiago
  - ✉ Linda Randall
  - ✉ Jon Magnussen
- 

##### *(Assessment) \\ Assessment/WSCUC*

- ✓ **Rebecca Romine**  
Acknowledged 11-12-2021
  - ✓ **Alan Rosenfeld**  
Acknowledged 11-12-2021
- 

##### *(VCAA) \\ VCAA*

- ✉ Jeffrey Moniz

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*(Catalogue Coordinator) \\ Catalogue Coordinator*

- ✓ **Terri Ota**  
Approved 11-11-2021
- New certificate program.

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*(Curriculum Committee) \\ Curriculum Committee Members*

- ☑ **Camonia Graham-Tutt**

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*(Curriculum Committee) \\ Curriculum Committee Chair*

- ✓ **Brad Ashburn**  
Approved 3-4-2022
- Approved by committee, proposer has completed recommended modifications.

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*(Distance Education) \\ DE Chair*

- ✓ **Jonathan Schwartz**  
Approved 3-4-2022
- yes

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*(Faculty Senate) \\ Faculty Senate Chair*

- Terri Ota
- ✓ **Edward Keaunui**  
Approved 3-8-2022

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*(VCAA) \\ VCAA*

- ✓ **Jeffrey Moniz**  
Approved 3-17-2022

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*(Chancellor) \\ Chancellor*

- Terri Ota
- ✓ **Maenette Benham**  
Approved 3-17-2022

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*(Board of Regents) \\ UHWO Rep*

- ✓ **Terri Ota**  
Approved 3-30-2022
- Chancellor approved certificate; no BOR approval needed.

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(Assessment) \ \ WSCUC

- ✓ **Alan Rosenfeld**  
Approved 3-31-2022

WSCUC has already determined that a full substantive change review is not required.

The HPST Certificate is now all clear to proceed, in both onsite and distance formats, on the accreditation side of the house.

- Terri Ota
- 

(Catalogue Coordinator) \ \ Catalogue Coordinator

- ✓ **Terri Ota**  
Approved 4-12-2022

New certificate program, effective FA22.

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(STAR) \ \ STAR Builders

- ✉ Summer DeBruyne
- 

## 2. Proposal Information

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### 2.1) Proposer Name(s)

Sailiemanu Lilomaiaava-Doktor

### 2.2) Proposed Changes

Degree/Certificate, New  
Certificate, Distance Delivery

### 2.2a) If Other, please describe

### 2.3) Proposal Summary

The certificate program in Hawaiian-Pacific Studies offers education opportunities for UHWO students majoring in fields other than Hawaiian-Pacific Studies. This would provide these students with basic, introductory information on Native Hawaiian and/or Pacific Islander cultures that could enhance their careers in Hawai'i and the wider Pacific. Students would learn specific aspects of Native Hawaiian and/or Pacific Island peoples (such as history, geography, politics, arts, music, literature, contemporary issues and cultural practices to deepen cultural understanding, enrich and enhance educational experiences. Moreover, students would learn of indigenous approaches and world views that enhance student cultural competencies and abilities to add alternative view to problem solving in their chosen fields. The Certificate will be relevant in the hospitality, business, law, health administration, creative media, applied sciences, and education disciplines, and for Immersion teachers in the DOE. For example, for a student majoring in business or hospitality and who plans to work in Hawai'i or the wider Pacific, taking this certificate would provide them with Native Hawaiian and Pacific cultural understandings and perspectives that would enhance their career.

**2.4) Justification or Rationale for Program Action**

The Certificate in Hawaiian-Pacific Studies provides a pathway where students in disciplines other than Hawaiian-Pacific Studies can take the Certificate to obtain some basic competency in Native Hawaiian and/or Pacific Islander knowledge and language. The Certificate is linked with high priority initiatives of our campus and aligns with Humanities Division goals. It supports the UH system and UHWO Strategic Action Plan 2018-2028 by providing a Certificate that focuses on Native Hawaiian and indigenous Pacific perspectives that prepare our students to be internationally connected and culturally grounded in people and environmental responsibility that nurtures sustainable growth. Due to the increasingly global environment of academic teaching, business and sustainable business ventures as in agroforestry, ecotourism, social and/or indigenous entrepreneurship; understanding of indigenous Hawaiian and Pacific knowledge are in demand for those who will work in Hawai'i and/or the Pacific. The Certificate will be relevant in the hospitality, business, health administration, creative media, applied sciences, and education disciplines, and for Immersion teachers in the DOE. For example, for a student majoring in Business or Hospitality and who plans to work in Hawai'i or the wider Pacific, taking this certificate would provide them with Native Hawaiian and Pacific cultural understandings and perspectives that would enhance their career. A student majoring in education, who takes this certificate could bring a Native Hawaiian and Pacific perspective to their work, which can enhance student learning in schools in our Hawaiian-Pacific Islander communities and help those students be successful.

**2.5a) Attach Authorization to Plan (ATP)**

- ATP1 Certificate in Hawaiian-Pacific Studies 9-2021 .pdf
- HPST\_Certificate-in-HPST\_ATP JM & JM signed.pdf

**2.5b) Date of presentation to VCAA**

09/16/21

**2.5d) Date of presentation to Division Chairs**

09/20/21

**2.5c) Date of presentation to UHWO Executive Team**

11/09/21

**2.5e) Date of presentation to UH Officers (if needed)****2.5f) Attach Program Proposal****2.6) Other Affected Departments / Programs / Campuses**

No

**2.6a) Documentation of Consultation**

- HPST-Certificate\_HUMmemo.pdf
- Screen Shot HPST Consultation 2021-11-10 at 2.05.38 PM.png

**2.7) Proposal Impact(s) - Articulation**

None

**2.8) Proposal Impact(s) - Requirements**

New Program

**2.9) Will the proposed program addition require additional resources?**

No

**2.10) Proposer Notes**

### 3. General Degree/Certificate Information

#### 3.1) Code (Admin-Only)

CERT-HUM-HPST

#### 3.2) Title (i.e., BA in Humanities)

Certificate in Hawaiian-Pacific Studies

#### 3.3) Division

Humanities

#### 3.4) Program Level Type

Certificate

#### 3.6) Catalog Description

The certificate program in Hawaiian-Pacific Studies offers education opportunities for UHWO students majoring in fields other than Hawaiian-Pacific Studies. This would provide these students with basic, introductory information on Native Hawaiian and/or Pacific Islander cultures that could enhance their careers in Hawai'i and the wider Pacific. Students would learn specific aspects of Native Hawaiian and/or Pacific Island peoples (such as history, geography, politics, arts, music, literature, contemporary issues and cultural practices to deepen cultural understanding, enrich and enhance educational experiences. Moreover, students would learn of indigenous approaches and world views that enhance student cultural competencies and abilities to add alternative view to problem solving in their chosen fields. The Certificate will be relevant in the hospitality, business, law, health administration, creative media, applied sciences, and education disciplines, and for Immersion teachers in the DOE. For example, for a student majoring in business, hospitality, land management or education and who plans to work in Hawai'i or the wider Pacific, taking this certificate would provide them with Native Hawaiian and Pacific cultural understandings and perspectives that would enhance their career. The attainment and certification of cultural competencies, and indigenous knowledge in addition to academic credentials, would also add *value* to students degree major, boost career opportunities and career fluidity.

#### 3.7) Course(s) for the Program

##### **Curriculum for the Certificate in Hawaiian-Pacific Studies (15-16 Credits)**

Students must take a 300-level overview class of the Pacific (3 credits); one class (3-4 credits) of a Pacific Islands language; and three classes, one each from three of the four clusters in Hawaiian-Pacific Studies (9 credits).

##### **Overview Class of Pacific (linked to Hawaii) – 3 credits (1 class)**

##### ***Students must take 1 of the following:***

HPST 304 Hawaiian-Pacific Traditions (3 cr)\* or

HPST 365 Geography of the Pacific (3 cr)\*

##### **Pacific Islands Language – 3-4 credits (1 class)**

Take 1 class of a Pacific Islands language. [See HPST faculty for placement tests and/or for native speaker exemptions].

UHWO offers the following language classes.

HAW 101 Elementary Hawaiian I (4 cr)\*  
 HAW 102 Elementary Hawaiian II (4 cr)\*  
 HAW 201 Intermediate Hawaiian I (4 cr)\*  
 HAW 202 Intermediate Hawaiian II (4 cr)\*  
 HAW 301 Third Level Hawaiian I (3 cr)\*  
 HAW 302 Third Level Hawaiian II (3 cr)\*  
 HAW 401 Fourth Level Hawaiian I (3 cr)\*  
 HAW 402 Fourth Level Hawaiian II (3 cr)\*  
 HAW 321 Kama'ilio Hawaii (3 cr)\*  
 SAM 101 Elementary Samoan I (4 cr)\*  
 SAM 102 Elementary Samoan II (4 cr)\*\*  
 SAM 201 Intermediate Samoan I (4 cr)\*\*  
 SAM 202 Intermediate Samoan II (4 cr)\*\*

Language courses at the 100 and 200 level are 4 credits for each course. If the student is placed into a higher class, the number of credits at the 300 and 400 level are 3 credits for each course. Thus, the total credits for this part of the certificate could be 3 or 4 credits.

Courses can also be taken elsewhere.

**Classes in Cluster Areas of Hawaiian-Pacific Studies – 9 additional credits (3 classes)**

Hawaiian-Pacific Studies (HPST) has upper division courses in 4 Clusters – Literature Cluster, Arts Cluster, History Cluster, and Contemporary Culture & Issues Cluster.

Students take three (3) classes from three of the four different clusters, selecting from the course offerings listed below.

**Literature:**

HPST 479 Hawaiian Mythology I (3 cr)\*  
 HPST 478 Hawaiian Mythology II (3 cr)\*  
 HPST 477 Polynesian & Micronesian Mythology (3 cr)\*\*  
 HPST 330 Samoan Oral Traditions (3 cr)\*

**Arts:**

HPST 461 Traditional Art of Hawai'i (3 cr)\*  
 HPST 462 Traditional Art of the Pacific (3 cr)\*  
 HPST 463 The Hawaiian Art of Kapa-Making (3 cr)\*\*

**History:**

HPST 380 Field Archaeology (3 cr)\*\* lectures on pre-European history of moku where work is taking place  
 HPST 437 Pacific Archaeology (3 cr)\* pre-European history of Pacific  
 HPST 471 Polynesian Before European Contact\*\* (3 cr)  
 HPST 482 Pacific Islands (3 cr)\* post-European contact history of Pacific  
 HPST 483 Archaeology of Hawaii (3 cr)\* pre-European history of Hawai'i

**Contemporary Culture & Issues:**

HPST 327 Mālama 'Āina: Land-Based Literacies (3 cr)\*



HPST 328 Culture and Environment (3 cr)\*  
 HPST 383 Aloha 'Āina: Concepts, Discourse, Movements (3 cr)\*  
 HPST 430 Contemporary Pacific: Globalization & Change (3 cr)\*\*  
 HPST 440 Kānāwai Hawai'i: Native Hawaiian Law (3 cr)\*  
 HPST 450 Pacific Islanders Diaspora Experiences (3 cr)\*  
 HPST 489 Political Conflicts in the Pacific (3 cr)\*\*

### 3.8) Credits Required

15-16 credits

### 3.9) Attach Academic Map

- HPST Certificate Academic Map 22-23.docx

### 3.10) Attach Program Sheet

- HPST- Certificate Hawaiian-Pacific Studies Prog Sheet 22-23.docx

### 3.12) Program Prerequisites

Credits and requirements for Certificate completion: Students fulfill 15-16 credits one from the two 300 level overview courses, one 3-4 credit of a Pacific Language; and 9 credits chosen from three of the four clusters: Literature, Art, History, Contemporary Culture and Issues.

### 3.13) Entrance Requirements

### 3.14) Satisfactory Progress Requirements

### 3.15) Completion Requirements

As stipulated in the Certificate Requirements, and the UHWO graduation requirements before graduation.

### 3.16) Program Requisites (Admin Only)

General Education  
Requirements

0

Total Credits

No Rules

**Grand Total Credits: 0**

### 3.17) Concentrations

Code

Title

## 4. Method of Delivery

4.1) Will this certificate be offered on campus in-person?

4.2) Will the certificate be offered in a distance delivery

Yes

**mode?**

Yes

**4.2a) Attach UH System Form**

- HPST - CERT - FullyOnlineProgramRec.RequestForm.pdf

**4.2b) Methods of Distance Delivery**

Online

**4.2c) Attach Academic Map Distance Delivery**

- HPST Certificate Academic Map 22-23.docx

**4.2d) Have all courses for the certificate been approved or submitted for approval by the Distance Education committee?**

Yes

**4.2e) Identify all modes of distance delivery that will be used for courses in the Distance Education program**

100% asynchronous online  
Virtual synchronous classes (require the student to participate at a certain time)

**4.2f) Enter course subject and number for all elective / cluster courses that are offered for the concentration into the table and indicate "yes" or "no" under online and in-person as applicable.**

**4.2g) What resources and/or services will be available to support students in this Distance Education Program with regards to IT?**

IT Online Help Desk

Course Subject + Number (e.g. ENG 100)	Online	In-Person
HPST 479	Yes	Yes
HPST 478	No	Yes
HPST 477	Yes	Yes
HPST 330	Yes	Yes
HPST 461	Yes	Yes
HPST 462	Yes	Yes
HPST 463	No	Yes
HPST 380	No	Yes
HPST 437	Yes	Yes
HPST 471	Yes	Yes
HPST 482	Yes	Yes
HPST 483	Yes	Yes
HPST 327	No	Yes
HPST 328	Yes	Yes
HPST 383	Yes	Yes
HPST430	No	Yes

Course Subject + Number (e.g. ENG 100)	Online	In-Person
HPST 450	Yes	Yes
HPST 489	No	Yes
HPST 365	Yes	Yes
HPST 304	Yes	Yes
HAW 101	Yes	Yes
HAW 102	Yes	Yes
HAW 201	Yes	Yes
HAW 202	Yes	Yes
HAW 301	Yes	Yes
HAW 302	Yes	Yes
HAW 401	Yes	Yes
HAW 402	Yes	Yes
HAW 321	Yes	Yes
SAM 101	Yes	Yes
SAM 102	No	Yes
SAM 201	No	Yes
SAM 202	No	Yes

**4.2h) What resources and/or services will be available to support students in this Distance Education Program with regards to the No'eau Center?**

No'eau Center Virtual Tutoring Services

**4.2i) What resources and/or services will be available to support students in this Distance Education Program with regards to the Library?**

UHWO Library Electronic Resources, Online Workshops

## 5. Learning Outcomes

### 5.1) New or Modified Program (Degree/Certificate) Learning Outcomes

*Learning Outcomes:*

1. Learn basic, introductory information on Native Hawaiian and/or Pacific Islander cultures (CLO 1, DLO 1, ILO 2)
2. Demonstrate knowledge of specific aspects of Native Hawaiian and/or Pacific Islander peoples (such as history, geography, politics, arts, music, literature, contemporary issues, and cultural practices) (CLO 1, DLO 1, ILO 2)

3. Demonstrate knowledge of the history, philosophy, arts, and/or literature of different cultures from different global regions and indigenous knowledge and traditions including Native Hawaiian (CLO 1, DLO 3, ILO 2)

4. Demonstrate knowledge of different cultures, sub-cultures or cultural phenomena through the study of art, music, history, literature, ideas, language or cross-cultural research (CLO 2, DLO 4, ILO 3)

5. Learn indigenous approaches and world views, and conduct critical thinking and research projects/creative work in a different perspective from their own major (CLO 5, DLO 5, ILO 4)

## 5.2) Program Outcomes: Degree (DLO) or Concentration (CLO) or Certificate (Admin Only)

### Institutional Learning Outcomes

None

LINKED COURSE OUTCOMES

--- None ---

### Institutional Learning Outcomes

None

LINKED COURSE OUTCOMES

--- None ---

### Institutional Learning Outcomes

None

LINKED COURSE OUTCOMES

--- None ---

## 6. Board of Regents Approval

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### 6.1) Program Justification

### 6.2) Program Mission and Objectives

### 6.3) Program Curriculum Plan

### 6.4) Program Target Group

Certificate targets UHWO students majoring in fields other than Hawaiian-Pacific Studies.

### 6.5) Program Resources

none at the present time.

### 6.6) Program Efficiency

### 6.7) Program Effectiveness

### 6.8) Date of Provisional Status approval by BOR

6.9) Attach BOR presentation

## 7. Provisional to Established

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7.1) Are you proposing this program change from Provisional to Established Status?

No

## Admin Only

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**Code (Admin Only)**

CERT-HUM-HPST

**Proposal Owner**

Sa'iliemanu Lilomaiva-Doktor

**Admin Notes**

**Additional Notes**

**Date End**

No Date Chosen

**pid**

S1o8516Kw

Section 2. General Information-Please complete all information in this section.	
Campus Information	Campus Name: <b>Univeristy of Hawaii - West Oahu</b>
	Originating College or Department: <b>Humanities</b>
Proposed Program Information	Program Title: <b>Hawaiian and Pacific Studies</b>
	Name of Degree to Be Conferred Upon Completion: <b>Certificate in Hawaiian and Pacific Studies</b>
	Award(s) (e.g., A.A., B.S., Certificate): <b>Certificate</b>
	Number of Required Credits: <b>18</b>
Program Contact Information	Name and Title: <b>Kalikolani Correa, Assistant Professor</b>
	Telephone: <b>(808) 689-2485</b> E-mail: <b>mlcorrea@hawaii.edu</b>

**Section 3: Program Information**

Proposed term start date:

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

\* If using parts of term courses, dates must follow the approved calendar

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."

Not Applicable.

Attach a list of proposed courses, pre-requisites, and total number of courses. Include a program map and/or advising sheet (i.e. STAR pathway).

Attach copies of the approved substantive change letter or administrative approval letter from WASC or ACCJC.

CERT-HUM-HPST

**For 4-year Campuses Only:**

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 campus's commitment to offer the courses in the academic program map once approved as a fully online program.

Academic Program Map - \*\*\*Included in proposal.  
Program Sheet - \*\*\*Included in proposal.  
Master Designation List (Current) -  
[https://docs.google.com/spreadsheets/d/1EEfAHFM43LY-qxI4H1buRmaI9U\\_Dx\\_IRdUIgnf0YmFI/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1EEfAHFM43LY-qxI4H1buRmaI9U_Dx_IRdUIgnf0YmFI/edit?usp=sharing)

**Section 4: Organizational Commitment**

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

The Office of Distance Learning and the Office of Professional Development and Academic Support (OPDAS) provides professional development and up-to-date resources and information regarding best practices for online instruction, assessment, and diverse methods of student engagement for faculty teaching in an online format throughout the year. With online resources that can be accessed at any time and monthly EdTech workshops, instructional support requests, office hours, weekly and monthly newsletters, faculty teaching in an online format are constantly informed and offered professional development.

**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 Hawai'i**

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. Students in sanctioned countries may not be admitted.

**Section 7: State Authorization**

*UH System programs must comply with all "authorization to operate" regulations that are in place in other U.S. states where the institution has enrolled students or is otherwise active, based on each state's definitions.*

Does your institution have NC-SARA approval providing reciprocity for state authorization?

- Yes  No

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 institution's website where contact information for filing complaints for students in this program posted?

<https://westoahu.hawaii.edu/distancelearning/> or <https://westoahu.hawaii.edu/distancelearning/wp-content/uploads/2020/05/UHWO.NC-SARA.Complaint.Process.pdf>

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

**Chief Academic Officer Approval**

**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. E-signatures are acceptable.**

Name and title: **Jeffrey A. S. Moniz, Vice Chancellor for Academic Affairs**

Signature and date: *Jeffrey M* 4/13/22