



November 2, 2022

TO: Council of Chief Academic Officers

FROM: Gloria Niles *Gloria G. Niles*
Director of Online Learning

VIA: Debora Halbert *Debora Halbert*
Vice President for Academic Strategy

SUBJECT: Online Program Classifications

This memo provides system-wide guidance on the classification of recognized fully online and hybrid programs throughout the UH system.

Recognized Online Programs

A current listing of recognized fully online and hybrid programs across all ten UH campuses is maintained on the [UH Online](#) website. In order for an online program to be recognized as either a fully online or hybrid program, and listed on this comprehensive list of online programs, the [UH Online and Hybrid Program Recognition Kualii Build Form](#) must be completed. The form's workflow will be routed for approval through the respective units (i.e., UH Mānoa, UH Hilo, UH West O'ahu, University of Hawai'i Community Colleges) and acknowledged by the UH Online Office.

Fully Online programs

A fully online program is defined as an approved program of study in which all courses and instructional activities are offered online. There are no on-campus or in-person activities. Details, such as, if courses are offered asynchronously, synchronously or a combination of both, are clearly described in the program description. The instructional method code for all courses must be DCO. There may be optional opportunities to attend a limited number of in-person events such as a program orientation and commencement ceremony. The programs are denoted by a /D program code in Banner.

Students enrolled in fully online programs are exempt from submitting Health Clearances, and are excluded from certain mandatory student fees in accordance with [Hawai'i Administrative Rule 11-157](#) (§11-157-3.05 pp. 157-5, 157-6) and [EP 6.208 Mandatory Student Fees](#).

Hybrid programs

A Hybrid program is defined as an approved program of study consisting of a mix of credit-bearing program requirements that include both online and in-person activities. In person activities may take place on a UH campus or at a designated location. The program description would define the details

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of the in-person requirements. The majority (at least 80%) of courses and program requirements are offered online. In-person activities include program requirements incorporated into the courses that could be considered hybrid courses. Hybrid courses include a portion of the course contact hours being in-person for specific types of learning experiences that enhance an online program, such as:

- service learning
- internships, practicum
- field or clinical experiences
- student teaching
- in person exams or assessments
- a hybrid course where the in-person contact hours are fulfilled via an in-person “intensive” learning experience (i.e., 1 or 2 week summer intensive, or a weekend per semester when the course is otherwise online)

This means students must be prepared to travel to campus or a practicum/field work site when required. Travel may or may not be supplemented by the program. The programs are denoted by a /H program code in Banner.

Students enrolled in hybrid programs are required to submit Health Clearances, and will be assessed mandatory student fees in accordance with [Hawai'i Administrative Rule 11-157](#) and [EP 6.208 Mandatory Student Fees](#) during terms when the student is enrolled in courses with hybrid or in-person components.

If a program intends to offer online programs, please consult its unit contact for further guidance.

- **UH Community Colleges:** Della Teraoka, Interim Director for Academic Programs, dellaand@hawaii.edu
- **UH Hilo:** Kris Roney, Vice Chancellor for Academic Affairs, ksrone@hawaii.edu
- **UH Mānoa:** Laura Lyons, Vice Provost for Academic Affairs, lelyons@hawaii.edu
- **UH West O'ahu:** Lynette Williamson, Interim Director of Distance Education, lwill3@hawaii.edu
- **UH System:** Gloria Niles, Director of Online Learning, gniles@hawaii.edu

If you have questions about this memo, please contact me at (808) 956-3504 or gniles@hawaii.edu

c: CSSAO

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