



4/8 XC Kenneth Simmons  
VCA 7

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University of Hawaii

March 28, 2011

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200 West Kawili Street  
Hilo, HI 96720-4091

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Jackie Donath  
California State University, Sacramento

D. Merrill Ewert  
Fresno Pacific University

Dear Chancellor Straney:

John Fitzpatrick  
Schools Commission Representative

Harold Hewitt  
Chapman University

It has come to WASC's attention that the University of Hawaii, Hilo has been offering several distance education programs without appropriate WASC approval. As reported to WASC by April Komenaka Scazzola, the Accreditation Liaison Officer to WASC, on March 9, 2011, the following programs were implemented without the required substantive change approval:

Michael Jackson  
University of Southern California

Roberts Jones  
Public Member

Barbara Karlin  
Golden Gate University

Margaret Kasimatis  
Loyola Marymount University

- Bachelor of Arts in Communication
- Master of Science in Clinical Psychology
- Master of Arts in Indigenous Language and Culture Education
- AA to BA in Psychology
- RN to BSN

Julia Lopez  
Public Member

Thomas McFadden  
Community and Junior Colleges  
Representative

Horace Mitchell  
California State University, Bakersfield

We appreciate Dr. Komenaka Scazzola's efforts to bring this issue to light and to take steps to remedy the situation.

Leroy Morishita  
San Francisco State University

William Plater  
Indiana University -  
Purdue University, Indianapolis

Implementing programs (constituting substantive changes) or admitting students into a program that has not been approved is not only a serious violation of WASC substantive change policy and federal regulations; it is also a violation of Standard One. Criterion for Review 1.9 states:

Stephen Privett, S.J.  
University of San Francisco

Sharon Salinger  
University of California, Irvine

Sheldon Schuster  
Kock Graduate Institute

*The institution is committed to honest and open communication with the Accrediting Commission, to undertaking the accreditation review process with seriousness and candor, to informing the Commission promptly of any matter that could materially affect the accreditation status of the institution, and to abiding by Commission policies and procedures, including all substantive change policies.*

Carmen Sigler  
San Jose State University

Ramon Torrecilha  
Milki College

Timothy White  
University of California, Riverside

Michael Whyte  
Azusa Pacific University

Institutions have a fiduciary responsibility to WASC and to their students to receive requisite approvals before commencing programs. WASC has a legal responsibility to the U.S. Department of Education to assure the integrity of its accredited institutions and to assure that programs have received the necessary prior approvals.

Paul Zingg  
California State University, Chico

**PRESIDENT**  
Ralph A. Wolff

If non-compliance with substantive change policy occurs again, the matter shall be referred to the Commission for consideration of a sanction for the entire institution for violation of its responsibilities under Standard One, Institutional Integrity.

The distance education programs listed above must be reviewed and approved by the Substantive Change Committee and the Commission, as called for by Commission policy. In the meantime, all new enrollments in these programs must cease until the programs are approved.

Before action will be taken to approve these programs, I am requesting the University's response to the following issue within 30 days of the receipt of this letter.

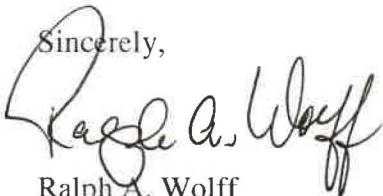
- Clarification of the circumstances in which the programs noted above were launched without receiving required substantive change approval.
- An audit of all of the University's distance education programs to determine whether all such programs have received the requisite approvals from WASC. If there are any additional programs that need approval, we need to be notified and the programs need to be submitted immediately for approval.
- Identification of the processes in place or to be put in place to ensure that all future distance education programs are submitted to the Substantive Change Committee in a timely manner and prior to the program implementation date.
- Explanation of internal controls put in place to ensure that enrollments in all off-campus and distance education programs are consistently and accurately monitored and reported to WASC.

The response to these questions will be reviewed by Richard Osborn, your staff liaison.

Furthermore, procedures for monitoring implementation of new distance education programs will be part of the institution's CPR review in Fall 2013.

We hope that the University will take appropriate steps to avoid this circumstance in the future. Please feel free to contact me or Richard Osborn should you have any questions.

Sincerely,



Ralph A. Wolff  
President and Executive Director

cc: April R. Komenaka Scazzola, Interim Dean, College of Continuing Education & Community Service and WASC ALO, UHH  
Richard Osborn, Vice President, WASC