

New Program Code **Modify Program Code**

Date: 11/18/2019

REQUESTOR CONTACT INFORMATION

Name Shelby Wong Campus Hilo, UH
 Title Curriculum, Catalog Coord. Email shelbyw@hawaii.edu
 Office/Dept OVCAA Phone 808-932-7927

NEW PROGRAM CODE TO CREATE

Institution HIL - University of Hawaii at Hilo Campus HIL - University of Hawaii at Hilo
 Level GR - Graduate Effective Term Fall 2020

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>NH</u>	<u>Natural and Health Sciences</u>	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) <u>IS</u>	<u>Interdisciplinary Studies</u>	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) <u>MS</u>	<u>Master of Science</u>	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) <u>CBES</u>	<u>Trop. Conserv. Biol & Env Sci</u>	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) <u>PRIN</u>	<u>Professional Internship</u>	<input checked="" 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: _____

If new major, please list the BOR's approved Classification of Instructional Programs (CIP) 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? Yes No
If yes, student may select the code as their only program of study.

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.

2 year

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

according to: tcbes.uh.hawaii.edu/Internship-track

IRAO USE ONLY: DATE RECEIVED

ADDITIONAL COMMENTS (for modifying existing program codes, specify the term to turn on/off the online application, the recruitment/admission term, and the general student/history/degree term.)

Requesting to create a new program code for the existing MS-CBES Professional Internship Track. Currently all students in the CBES program are coded as MS-CBES1 and their Core Year adjusted in STAR to identify students in the Thesis Track vs the Professional Internship track. This new code will also allow students to self select the Professional Internship track on the Online application.

ATTACHMENTS

BOR Approved: Sole-credential Certificates, Associate (excluding ATS), 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.


Registrar
(Print Name)

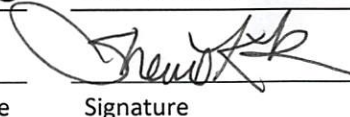
Financial Aid Officer
(Print Name)

For Community Colleges,
verification of consultation with
OVPCC Academic Affairs:
Tammi Oyadomari-Chun

Chelsea Kay-Wong

Sherrie Padilla

 11/27/19
Signature Date

 11/27/19
Signature Date

Signature Date





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HILO

2019 NOV 20 PM 2:45
UH-HILO
CHANCELLOR'S OFFICE

November 19, 2019

MEMORANDUM

TO: Bonnie Irwin 
Chancellor
University of Hawai'i at Hilo

FROM: Ken Hon 
Interim Vice Chancellor for Academic Affairs
University of Hawai'i at Hilo

SUBJECT: Request for Approval of New Program Codes for use at UH Hilo

SPECIFIC ACTION REQUESTED:

We request that the following new program code be approved for use.

MS-CBES-PRIN Master of Science
 Tropical Conservation Biology and Environmental Science
 Professional Internship Track
 College of Natural and Health Sciences

Program was formerly built as a STAR system concentration. Due to the increase of students in the Internship track, we are asking for a formalized program code so students may self select the Professional Internship track on the UH system application.

RECOMMENDED EFFECTIVE DATE:

We request the effective date of Fall 2020.

ADDITIONAL COST:

There is no additional cost associated with this request.

PURPOSE:

The purpose of this request is to request approval for new program codes from the UH System Institutional Research, Analysis and Planning (IRAPO) office for the above-mentioned degree program.

ACTION RECOMMENDED:

We recommend that you approve the new program codes for use for the above-mentioned degree and certificate programs.

APPROVED/DISAPPROVED:



Bonnie Irwin, Chancellor

11-20-19
Date

KH:sw

Cc: Donald Straney, Vice President for Academic Planning & Policy
Chelsea Kay-Wong, University Registrar and Interim Director of Admissions
Tracy Wiegner, Program Chair, Tropical Conservation Biology and Environmental Science