☐ **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) _____ | _____ | ☐ See Banner form STVCOLL |
| Department | (4) _____ | _____ | ☐ See Banner form STVDEPT |
| Degree/Certificate | (6) _____ | _____ | ☐ See Banner form STVDEGC |
| Major | (4) _____ | _____ | ☐ See Banner form STVMAJR |
| Concentration | (4) _____ | _____ | ☐ See Banner form STVMAJR |
| Minor | (4) _____ | _____ | ☐ See Banner form STVMAJR |

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:

_____

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| | | | | | |
|---|---|---|---|---|---|
| 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)? *See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html* | | ☐ | Yes | ☒ | No |

**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.*    4 years

**Special Program Designations**
*See Special Program Designations Code Definitions on IRAO Program Code Request webpage*
☐ A    ☐ B    ☒ N    ☐ P    ☐ T    ☐ U

**Required Terms of Enrollment:**    ☒ Fall    ☒ Spring    ☐ Summer    ☐ Extended

Form modified: Oct 20208

## 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

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**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.

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## 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 |
| _____ | _____ | _____ |
| Signature          Date | Signature          Date | Signature          Date |

## ADDITIONAL COMMENTS

| |
|---|
| |

January 28, 2022

**MEMORANDUM**

**TO:**      Bonnie D. Irwin
Chancellor
University of Hawai`i at Hilo

**FROM:**    Kris Roney
Vice Chancellor for Academic Affairs
University of Hawai`i at Hilo

**SUBJECT:**  Request for Approval of New Program Codes for use at UH Hilo- Fall 2022

**SPECIFIC ACTION REQUESTED:**

We request that the following new program codes be approved for use. The below are either modifications to existing Bachelor degree programs or new Subject Certificates approved for Fall 2022 via the campus curriculum review process.

Program Modifications for Bachelor Degrees:

BA-PART-MUS      Bachelor of Arts
Performing Arts
Music Concentration
College of Arts and Sciences
*New Concentration

BA-PART-DRA      Bachelor of Arts
Performing Arts
Drama Concentration
College of Arts and Sciences
*New Concentration

BA-PART-DNC      Bachelor of Arts
Performing Arts
Dance Concentration
College of Arts and Sciences
*New Concentration

BS-CHEM-HLT      Bachelor of Science
Chemistry

200 W. Kāwili St.
Hilo, Hawaiʻi 96720-4091
Telephone: (808) 932-7332
Fax: (808) 932-7338
hilo.hawaii.edu/uhh/vcaa
An Equal Opportunity/Affirmative Action Institution

Health Sciences Concentration
College of Natural and Health Sciences
*New Concentration

New Subject Certificates under a BOR approved degree program:

SC-PART-HPA     Hawaii Performing Arts
Home Program: BA-Performing Arts
College of Arts and Sciences
*New Subject Certificate

SC-LSTU-SUSI     Sustainability Issues
Home Program: BA-Liberal Studies
College of Arts and Sciences
*New Subject Certificate

## RECOMMENDED EFFECTIVE DATE:

We request the effective date of Fall 2022.

## 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 programs and subject certificates.

## ACTION RECOMMENDED:

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

## APPROVED/DISAPPROVED:

_____     __2/7/2022__
Bonnie Irwin, Chancellor     Date

KR:si

Cc:    Office of the Vice President for Academic Planning & Policy (OVPAPP)