

3/23/15 pending, can't find code in Banner  
3/24/15 Program code, ~~BA-AG4~~ BA-AG4, concentration attached

Stop-out admission

UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

<b>REQUESTOR CONTACT INFORMATION</b>	
Date: January 19, 2014	Effective term of request (Semester-Year): Fall 2015
Name: Jean Ippolito	Title: Curriculum Planning Liaison for Academic Affairs
Campus: University of Hawaii at Hilo	Office/Department: Academic Affairs
Phone: 808 932-7112	Email: jippolit@hawaii.edu

<b>1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE</b>		Banner forms: SMAPRLE, SOACURR, STVMAJR		
Institution: <u>U</u> Univ. of Hawaii at Hilo	College: Agriculture, Forestry and Natur.	Department: Agriculture		
<input type="checkbox"/> New program code	<input checked="" type="checkbox"/> Change/replace existing program code: <u>BS-AG4, Concentration CRWM</u>			
Level: <input checked="" type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> First-Professional	<input type="checkbox"/> Post-Baccalaureate	<input type="checkbox"/> Other:
Degree: Bachelor of Science	Certificate:			
If requesting an existing Major code and/or Concentration code in Banner:				
Existing Major: <u>AG4</u>	Existing Concentration: <u>CRWM</u>	Coastal Resources, Watershed Ma		Description
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:				
New Code [4 char/space limit]:	Description [30 char/space limit]:			
If a similar major/concentration code exists in Banner, please list the code:				
Is this major/concentration code being used the same way at other UH campuses?				
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input type="checkbox"/> No				
(Please consult your Financial Aid Officer on Program Participation Agreement Impact)				
Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Financial Aid Officer consultation required for all new program codes)				
Should this program be available for applicants to select as their planned course of study on the online application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
(If yes, students may select the code as their only program of study.)				

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**Replacing or eliminating an existing program code:**  
 If replacing an existing program code, are current students "grandfathered" under the old code?  Yes  No  
 Should the old program code be available for use in Banner?  Yes  No

Will the old program code be available for:

<b>Banner Module</b>	<b>Yes</b>	<b>No</b>	<b>Ending Term (Semester-Year)</b>
Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2015
Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2015
Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2015
General Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spring 2016
Academic History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spring 2016

**2. CERTIFICATES ONLY:**

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?  Yes  No  
 (Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/gainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

**3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE**      Banner forms: STVCAMP, STVCOLL, STVDIVS, STVDEPT

Campus code (3 char):	Campus description (30 char/space limit):
College code (2 char):	College description (30 char/space limit):
Division code (4 char/space limit):	Division description (30 char/space limit):
Department code (4 char/space limit):	Department description (30 char/space limit):

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<b>4. NEW COURSE/SUBJECT CODE (Subject Alpha)</b>		Banner form: STVSUBJ
College:	Department:	
Subject code (4 char/space limit):	Subject description (30 char/space limit):	

<b>5. NEW MINOR (Minor codes are listed on the Major code table)</b>		Banner form: STVMAJR
Minor Code (4 char/space limit):	Minor Description (30 char/space limit):	

Please briefly describe your request and explain why you are requesting the code(s):  
 BS AG4 in Coastal Resources and Watershed Management is no longer being offered.

<b>SUPPORTING DOCUMENTATION</b>
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <p> <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR  <input type="checkbox"/> Memo from UH President  <input checked="" type="checkbox"/> Memo from Chancellor  <input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)  <input type="checkbox"/> Gainful Employment Program notification to the US Department of Education  <input type="checkbox"/> Other: _____         </p>

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<b>CAMPUS VERIFICATION</b>	
Requestor Signature <u>Jim M. Appelte</u>	Date <u>March 14, 2015</u>
Registrar (if different from Requestor) <u>Chelsea Kay-Wong</u>	Date <u>2/19/15</u>
Print name <u>Chelsea Kay-Wong</u>	Signature <u>[Signature]</u>
Email/memo in lieu of Registrar's signature may be attached	
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) <u>Sherrie K Padilla</u>	Date <u>2/20/15</u>
Print name <u>Sherrie K Padilla</u>	Signature <u>[Signature]</u>
Email/memo in lieu of Financial Aid Officer's signature may be attached	
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>	
<u>Jean Appelte</u>	Date <u>March 13, 2015</u>
Print name <u>Jean Appelte</u>	Signature <u>[Signature]</u>
Email/memo in lieu of signature may be attached	

**Send completed form and supporting documentation to:**

Institutional Research and Analysis Office (IRAO)  
 1633 Bachman Place  
 Sinclair Annex 2, Room 4  
 Honolulu, HI 96822  
 Email: [iro-mail@lists.hawaii.edu](mailto:iro-mail@lists.hawaii.edu)  
 Fax: 808-956-9870  
 Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

<b>FOR INTERNAL USE ONLY</b>	Date form/docs received: <u>3/19/15</u>
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:



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**HILO**

March 13, 2015

MEMORANDUM

TO: Risa E. Dickson, VP for Academic Affairs  
University of Hawai'i System

VIA: Donald Straney, Chancellor *Donald D. Straney*  
University of Hawai'i at Hilo

FROM: Matthew Platz *Matthew Platz*  
Vice Chancellor for Academic Affairs  
University of Hawai'i at Hilo

SUBJECT: Code Request: Stop-out of CRWM Coastal Resources,  
Watershed Management BA degree program.

We request a stop-out of admissions for the BA degree in Coastal Resources, Watershed Management as it is no longer offered by the Department of Agriculture through the UH Hilo College of Agriculture, Forestry and Natural Resources Management.

Stop-out for Coastal Resources, Watershed Management Code: CRWM

Cc Bruce Matthews, Dean, College of Agriculture, Forestry and Nat. Res. Manage.  
Mahealani Jones, Interim Director, Admissions  
Chelsea Kay-Wong, Registrar, UH Hilo  
Gail Makuakane-Lundin, Interim Vice Chancellor for Student Affairs  
Pearl Iboshi, Director, UH System Institutional Research Office