

**New Program Code**     **Modify Program Code**

Date: 9/7/2018

**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  
 Level ~~UG - Undergraduate~~ GR-Graduate Effective Term Fall 2018

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>AR</u>	<u>Arts and Sciences</u>	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>UNC</u>	<u>Unclassified</u>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>ND</u>	<u>Non-Degree</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <u>UNCL</u>	<u>Unclassified</u>	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR
Minor	(4) _____	_____	<input type="checkbox"/> 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: \_\_\_\_\_

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)?  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.*

N/A

**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

**IRAO USE ONLY: DATE RECEIVED**

**ADDITIONAL COMMENTS**

Requesting College Code change from CN to AR. Due to college CN at UH Hilo reorganization.  
New Code: UNCL-GR-ND1

**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  
OVPC Academic Affairs:  
Suzette Robinson

Chelsea Kay-Wong

Sherrie Padilla

 9/17/18  
Signature Date

 9/17/18  
Signature Date

\_\_\_\_\_  
Signature Date

# ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

**CLEAR FORM**

Form #CR-AP5  
Modified June 2017

Date: 9/6/18

## REQUESTOR CONTACT INFORMATION

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

PROGRAM CODE FOR  **ADMISSION STOP-OUT ONLY** OR  **TERMINATION** (PLEASE CHECK ONE)

Program Code UNCL-GR-ND Program Description Unclassified Graduate  
Institution HIL - University of Hawaii at Hilo Campus Utt Hilo  
College CE Department \_\_\_\_\_  
Level GR - Graduate

Are current students "grandfathered" under the program code?  Yes  No  
Should the old program code be available for use in Banner?  Yes  No

Effective Fall 2019, this program code will no longer be available to admit or recruit students.  
Term (ie. Fall 2014)

*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 Fall 2019, this program code will no longer be available to enroll or award degree to students.  
Term (ie. Fall 2014)

*This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.*

## FOR ADMISSION STOP-OUT ONLY REQUEST

Effective                     , this program code will be reactivated and available to admit or recruit students.  
Term (ie. Fall 2014)

*This will turn on the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.*

Check here to leave **ONLINE APPLICATION OFF**

## ADDITIONAL COMMENTS

Request submitted to change college code from CE to AR for the UNCL Codes. Request to stop out and terminate code under college: CE effective : Fall 2019

**IRAO USE ONLY: DATE RECEIVED**

**ATTACHMENTS**

Admission stop-out<sup>1</sup> greater than 2 years; Termination of an Associate, Bachelor and Graduate Degrees, and sole credential certificates.

Memo with President's Approval, with cc to Vice President for Academic Planning and Policy, regarding program action.

Admission stop-out<sup>1</sup> less than 2 years. Termination of a Certificates (eg. Certificate of Achievements, Certificates of Competence, Subject Certificates, Academic Subject Certificates) & Associate in Technical Studies (ATS) Degree.

Memo from Chancellor to Vice President for Academic Planning and Policy regarding program action.

**VERIFICATIONS**

*By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.*

Registrar  
(Print Name)

Chelsea Kay-Wong

 9/17/18  
Signature Date

Financial Aid Officer  
(Print Name)

Sherrie Padilla

 9/17/18  
Signature Date

For Community Colleges,  
verification of consultation with  
OVPCC Academic Affairs:

Suzette Robinson

\_\_\_\_\_  
Signature Date


<sup>1</sup> "Admission stop-out" is defined as a halt to new admissions to a program. (Regent Policy 5.201)



October 5, 2018

**MEMORANDUM**

**TO:** Marcia Sakai  
Interim 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 and Termination of Existing Program Codes

**SPECIFIC ACTION REQUESTED:**

We request that the following new program codes be approved for use:

1. UNCL-GR-ND1: Unclassified Graduate Student  
College AR: Arts and Sciences
2. UNCL-UG-ND1: Unclassified Undergraduate Student  
College AR: Arts and Sciences

We also request that the following existing program codes be terminated:

1. UNCL-GR-ND: Unclassified Graduate Student  
College CE: Continuing Education and Comm Service
2. UNCL-UG-ND: Unclassified Undergraduate Student  
College CE: Continuing Education and Comm Service

**RECOMMENDED EFFECTIVE DATE:**

**Effective Fall 2018:**

1. UNCL-GR-ND1: Unclassified Graduate Student  
College AR: Arts and Sciences
2. UNCL-UG-ND1: Unclassified Undergraduate Student  
College AR: Arts and Sciences

Effective Fall 2019:

1. UNCL-GR-ND: Unclassified Graduate Student  
College CE: Continuing Education and Comm Service
2. UNCL-UG-ND: Unclassified Undergraduate Student  
College CE: Continuing Education and Comm Service

**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 and Analysis office for the above-mentioned non-degree programs. This request corrects existing program coding that previously assigned Unclassified Non-Degree seeking students under the College of Continuing Education and Community Service.

**ACTION RECOMMENDED:**

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

APPROVED / DISAPPROVED:



\_\_\_\_\_  
Marcia Sakai, Interim Chancellor  
University of Hawai'i at Hilo



\_\_\_\_\_  
Date

KH:sw

Cc: Donald Straney, Vice President for Academic Planning & Policy  
Zachary Street, Director of Admissions  
Chelsea Kay-Wong, University Registrar