

New Program Code       Replace Program Code

Date: 1/30/2024

**REQUESTOR CONTACT INFORMATION**

Name Shelby Iwamoto Campus UH Hilo  
 Title Acad Curriculum & Grad Prg Offcr Email shelbyw@hawaii.edu  
 Office/Dept Ofc Vice Chancellor for Acad Aff Phone 808-932-7927

**NEW PROGRAM CODE TO CREATE**

Institution HIL Campus HIL  
 Level UG Effective Term Fall 2024

	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) <del>ADJ</del> <u>SOCS</u>	<del>Administration of Justice</del> <u>Social Sciences</u>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>SC</u>	<u>Subject Certificate</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <u>ADJ</u>	<u>Administration of Justice</u>	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) <u>CRIM</u>	<u>Criminal Justice</u>	<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:

Requesting new code- CRIM: Criminal Justice

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.*

1 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

**EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE**

Program Code _____	Program Description _____
Institution _____	Campus <u>UH Hilo</u>
College _____	Department _____
Level _____	
Are current students "grandfathered" under the program code? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Should the old program code be available for use in Banner? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Effective <span style="border: 1px solid black; padding: 2px 10px;"> </span> , old program code will no longer be available to admit or recruit students.	
Term (ie. Fall 2020)	
<i>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.</i>	
Effective <span style="border: 1px solid black; padding: 2px 10px;"> </span> , old program code will no longer be available to award degree to students.	
Term (ie. Fall 2020)	
<i>This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.</i>	

**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

<p><b>CERTIFICATES ONLY: Please check one (1) statement.</b> This certificate is a...</p> <p><input type="checkbox"/> BOR approved certificate. BOR Meeting/Approval Date: _____</p> <p><input checked="" type="checkbox"/> Chancellor approved within an authorized BOR program. BOR Program: <u>BA-ADJ</u></p> <p><input type="checkbox"/> Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.</p>
--

**VERIFICATIONS**

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

<p><b>Registrar</b> (Print Name)</p> <p><u>Chelsea Kay-Wong</u></p> <p> _____</p> <p>Signature <span style="margin-left: 100px;">Date</span></p>	<p><b>Financial Aid Officer</b> (Print Name)</p> <p><u>Sherrie Padilla</u></p> <p> _____</p> <p>Signature <span style="margin-left: 100px;">Date</span></p>	<p><b>For Community Colleges, verification of consultation with OVPC Academic Affairs:</b></p> <p><u>Tammi Oyadomari-Chun</u></p> <p>Signature <span style="margin-left: 100px;">Date</span></p>
--	---	--

**ADDITIONAL COMMENTS**

<p>New program code: SC-ADJ-CRIM: Criminal Justice Certificate, Eff Fall 2024  Curriculum Link: <a href="https://hilo.kuali.co/cm/#/programs/view/655d3c37b496bf00819966f0">https://hilo.kuali.co/cm/#/programs/view/655d3c37b496bf00819966f0</a></p>
---










# SC-ADJ-CRIM New Program Code Request Form F2024

Final Audit Report

2024-02-14

Created:	2024-01-31
By:	Shelby Wong (shelbyw@hawaii.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA84swfHcGK5PaDQoJLb_SX4AE7n8E7u5K

## "SC-ADJ-CRIM New Program Code Request Form F2024" History

-  Document created by Shelby Wong (shelbyw@hawaii.edu)  
2024-01-31 - 7:25:45 PM GMT- IP address: 132.160.127.240
-  Document emailed to Chelsea Kay-Wong (ckwong@hawaii.edu) for signature  
2024-01-31 - 7:37:04 PM GMT
-  Email viewed by Chelsea Kay-Wong (ckwong@hawaii.edu)  
2024-02-14 - 9:09:44 PM GMT- IP address: 132.160.57.6
-  New document URL requested by Chelsea Kay-Wong (ckwong@hawaii.edu)  
2024-02-14 - 9:09:51 PM GMT- IP address: 132.160.57.6
-  Document e-signed by Chelsea Kay-Wong (ckwong@hawaii.edu)  
Signature Date: 2024-02-14 - 9:17:05 PM GMT - Time Source: server- IP address: 132.160.57.6
-  Document emailed to Sherrie Padilla (sherriep@hawaii.edu) for signature  
2024-02-14 - 9:17:07 PM GMT
-  Email viewed by Sherrie Padilla (sherriep@hawaii.edu)  
2024-02-14 - 9:46:35 PM GMT- IP address: 132.160.57.253
-  Document e-signed by Sherrie Padilla (sherriep@hawaii.edu)  
Signature Date: 2024-02-14 - 9:58:35 PM GMT - Time Source: server- IP address: 132.160.57.253
-  Agreement completed.  
2024-02-14 - 9:58:35 PM GMT



January 25, 2024

**MEMORANDUM**

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

**FROM:** Keiki Kawai'ae'a *Keiki Kawai'ae'a*  
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- Fall 2024

**SPECIFIC ACTION REQUESTED:**

We request that the following new program codes be approved for use. The below are new Subject Certificates and Graduate Certificates under a BOR approved program approved for Fall 2024 via the campus curriculum review process.

New Subject Certificates under a BOR approved degree program:

SC-ADJ-CRIM Criminal Justice  
Home Program: BA-Administration of Justice  
College of Arts and Sciences  
\*New Subject Certificate

SC-AG4-WLDS Wildlife Science  
Home Program: BS- Agriculture  
College of Agriculture, Forestry & Natural Resource Management  
\*New Subject Certificate

SC-KES-FITR Fitness Trainer Preparation  
Home Program: BA-Kinesiology and Exercise Science  
College of Natural and Health Sciences  
\*New Subject Certificate

New Graduate Certificates under a BOR approved degree program:

SC-PHRM-PI Pharmaceutical Science Innovation  
Home Program: PharmD- Doctor of Pharmacy  
Daniel K. Inouye College of Pharmacy  
\*New Graduate Certificate

Chancellor Bonnie D. Irwin  
January 25, 2024  
Page 2

SC-PHRM-VP            Veterinary Pharmacy  
                                 Home Program: PharmD- Doctor of Pharmacy  
                                 Daniel K. Inouye College of Pharmacy  
                                 \*New Graduate Certificate

**RECOMMENDED EFFECTIVE DATE:**

We request the effective date of Fall 2024.

**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:** Approved

*Bonnie D. Irwin*  
Bonnie D. Irwin (Jan 25, 2024 09:15 HST)  
\_\_\_\_\_  
Bonnie D. Irwin, Chancellor

Jan 25, 2024  
\_\_\_\_\_  
Date

KK:si

Cc: Office of the Vice President for Academic Strategy (OVPAS)










# Chancellors Memo Fall 2024 New Program Codes

Final Audit Report

2024-01-25

Created:	2024-01-25
By:	Shelby Wong (shelbyw@hawaii.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdTgY1AXAICu7MzScCsZcu95LnGyV_Ftl

## "Chancellors Memo Fall 2024 New Program Codes" History

-  Document created by Shelby Wong (shelbyw@hawaii.edu)  
2024-01-25 - 5:40:59 PM GMT- IP address: 132.160.67.42
-  Document emailed to Keiki Kawaiaaea (keiki@hawaii.edu) for signature  
2024-01-25 - 5:43:01 PM GMT
-  Email viewed by Keiki Kawaiaaea (keiki@hawaii.edu)  
2024-01-25 - 6:34:20 PM GMT- IP address: 174.202.1.192
-  Document e-signed by Keiki Kawaiaaea (keiki@hawaii.edu)  
Signature Date: 2024-01-25 - 6:35:08 PM GMT - Time Source: server- IP address: 174.202.1.192
-  Document emailed to Bonnie Irwin (bdirwin@hawaii.edu) for signature  
2024-01-25 - 6:35:09 PM GMT
-  Email viewed by Bonnie Irwin (bdirwin@hawaii.edu)  
2024-01-25 - 7:15:24 PM GMT- IP address: 66.8.150.105
-  Signer Bonnie Irwin (bdirwin@hawaii.edu) entered name at signing as Bonnie D. Irwin  
2024-01-25 - 7:15:52 PM GMT- IP address: 66.8.150.105
-  Document e-signed by Bonnie D. Irwin (bdirwin@hawaii.edu)  
Signature Date: 2024-01-25 - 7:15:54 PM GMT - Time Source: server- IP address: 66.8.150.105
-  Agreement completed.  
2024-01-25 - 7:15:54 PM GMT

# **Program Code**

# **Criminal Justice Certificate**

Approved | Fall 2024

# Proposal Information

## Workflow Status

Complete

### Form Submission, Proposer

Submitted for Approval | Proposer

collapse ▼

- ✓ Katherine Young | 10/02/2023 4:10 PM

### Proposer Submission Notification, Proposer

Notification Sent | Proposer

- ✉ Katherine Young

### Curriculum Coordinator, Curriculum Coordinator

Approved | Curriculum Coordinator

- ✓ Shelby Iwamoto

Curriculum Office and Registrar Reviewed

10/05/2023 10:22 AM

- ✖ Cheri Keli'i-Marumoto

### Department Chair, Administration of Justice (AJ)

Approved | Department Chair

- ✓ Katherine Young | 10/05/2023 2:22 PM

### Proposer Update Notification, Proposer

Notification Sent | Proposer

- ✉ Katherine Young

### Division Chair, College of Arts and Sciences (CAS) Social Science

Approved | Division Chair

- ✓ Bryan Kim | 10/05/2023 3:23 PM

### College Curriculum Review Committee Chair, College of Arts and Sciences (CAS) Social Science

Approved | College Curriculum Review Committee Chair

- ✓ Christopher Knudson

Approved 4-0-0 on 10/23/23.

10/24/2023 6:36 AM

### Senate Chair, College of Arts and Sciences (CAS) Social Science

Skipped | Senate Chair

### Associate Dean, College of Arts and Sciences (CAS) Social Science

Skipped | Associate Dean

### Dean, College of Arts and Sciences (CAS) Social Science

Approved | Dean

- ✓ Michael J Bitter | 10/27/2023 4:06 PM

### Proposer Update Notification, Proposer

Notification Sent | Proposer

- ✉ Katherine Young

### CCRC Chair, CCRC

Approved | CCRC Chair

- ✓ Kirsten Mollegaard



CCRC Recommends approval, reviewed and voted: 7-0-0 on 11/14/23

11/14/2023 12:06 PM

**Proposer Update Notification, Proposer**

Notification Sent | Proposer

☑ Katherine Young

**VCAA, VCAA**

Approved | VCAA

✓ Keiki Kawai`ae`a | 11/19/2023 3:30 PM

**Proposer Update Notification, Proposer**

Notification Sent | Proposer

☑ Katherine Young

**Curriculum Coordinator - Final, Curriculum Coordinator**

Approved | Curriculum Coordinator

– Shelby Iwamoto

✓ Cheri Keli'i-Marumoto

Printed and Included in Binder

11/21/2023 1:24 PM

**Program Title**

Criminal Justice Certificate

## Admin Use Only

**Program Code**

## P) Proposal Details

**P.1) This is a proposal for:**

New certificate or minor track within an existing BOR approved Baccalaureate or Graduate program

**Home Program**

Administration of Justice

**P.2) Proposal Summary**

The Department of Administration of Justice is proposing a new certificate program in Criminal Justice.

**P.3) Proposal Rationale/Justification**

The Criminal Justice Certificate is designed to provide skills and knowledge for students who wish to pursue careers in the criminal justice system and related areas, including law enforcement, social services, and justice advocacy, and thus supports workplace readiness. The Criminal Justice Certificate also prepares students for graduate programs in criminal justice,

criminology, law, social justice, and justice studies. Working professionals could also complete the Certificate as micro-credential to help with career advancement.

**P.4) Related Course(s)**

AJ 307 Animal Cruelty (also being added to AJ BA)  
AJ 320 Crime and Society (also being added to AJ BA)

**P.5) Course(s) from Other Departments**

Yes

**Courses**

SOC 324 Criminology  
SOC 326 Juvenile Delinquency  
SOC 328 Gender, Crime, and Justice  
SOC 365 Sociology of Deviance

**P.6) Proposal Impact(s) - Resources**

None

**P.7) Department Vote**

	DATE	APPROVE	NOT APPROVE	ABSTAIN
DEPT VOTE	2023/09/29	2	0	0

**P.8) Proposal Supporting Documents**

- University of Hawaii Mail - Re\_ Permission to list SOC courses.pdf

**P.9) Proposer Notes**

# 1) Program Information

---

**1.1) Degree Type**

Undergraduate Subject Certificate

**1.2) Program Description**

The purpose of the Criminal Justice Certificate is to provide students with key knowledge for understanding the relationship between crime and society with an emphasis on how social forces and institutions influence the administration of justice. Students will take foundational courses in administration of justice, which provide a core understanding of the relationship between crime and society, the main components of the criminal justice system, and the intersections of race, gender, class, and justice in society; and electives that allow them to focus on specific areas of criminal justice related to their educational and career goals. The Criminal Justice Certificate is designed for students who wish to pursue careers in the criminal justice system and related areas, including law enforcement, social services, and justice advocacy. The Criminal Justice Certificate also prepares students for graduate programs in criminal justice, criminology, law, social justice, and justice studies.

Program Learning Outcomes

- Demonstrate understanding of crime, criminal behavior, and their relationship to society.
- Identify society's influence on how crime is defined, controlled, and punished.
- Evaluate the roles of power and social institutions in conceptions of crime and justice in society.
- Articulate the significance of diversity, equity, and inclusion in the criminal justice system and the administration of justice.
- Analyze criminal justice policies and practices in relation to social stratification.
- Communicate effectively in written and verbal forms.

### 1.3) Program Catalog Description

#### **Criminal Justice Certificate (24 credits)**

Core (9 credits):

- AJ 101 Intro to Admin of Justice
- AJ 320 Crime and Society
- AJ 322 Criminal Justice

Diversity Focus (Choose Two, 6 credits):

- AJ 301 Justice, Power, and Democracy
- AJ 302 Capitalism & Economic Justice
- AJ 303 Feminism and Justice
- AJ 330 Race and Violence
- AJ 333 Indigenous Justice

Criminal Justice Electives (Choose Three, 9 credits)

- AJ 307 Animal Cruelty
- AJ 321 Policing and Punishment
- AJ 323 Criminal Law and Procedure
- AJ 327 Global Crime
- AJ 361 Advocacy and Criminal Justice
- SOC 324 Criminology
- SOC 326 Juvenile Delinquency
- SOC 328 Gender, Crime, and Justice
- SOC 365 Sociology of Deviance

### 1.4) College

College of Arts and Sciences (CAS) Social Science

### 1.5) Department

Administration of Justice (AJ)

## 2) Program Requirements

---

### 2.1) Minimum Number of Credits

24

### 2.2) Minimum GPA

2.0 cumulative

**2.3) Minimum Acceptable Grade**

Default

**2.4) Program Notes**

**3) Attachments**

---