

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: March 16, 2015	Effective term of request (Semester-Year): Spring 2016
Name: Shelby Wong	Title: Curriculum Planning Liaison for Academic Affairs
Campus: UH Hilo	Office/Department: Academic Affairs
Phone: 932-7921	Email: shobywehawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: UH Hilo (HIL) ▾	College: College of Arts & Sciences	Department: Natural Sciences / Computer Sci.
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: SC-ECTB		
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:	Certificate: SC Subject Certificate ▾	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: ECTB	E-Commerce Tech & Bus-SC	Existing Concentration:
<small>Code</small>	<small>Description</small>	<small>Code</small> <small>Description</small>
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 checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
Should this program be available for applicants to select as their planned course of study on the online application? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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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:	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2015
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Spring 2016</u>
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Spring 2016</u>
	General Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2020
	Academic History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2020

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, STV_COLL, 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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4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

5. NEW MINOR (Minor codes are listed on the Major code table)		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):
 The Computer Science Department in the Natural Sciences Division, in the College of Arts and Science at UH Hilo is no longer offering the E-Commerce Technology Certificate. Some of the required courses for the certificate are no longer available.

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <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: _____

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CAMPUS VERIFICATION		
Requestor Signature <u><i>[Signature]</i></u>	Date <u>9/3/15</u>	
Registrar (If different from Requestor)		
<u>chelsea Kay-wong</u> Print name	<u><i>[Signature]</i></u> Signature	<u>March 20, 2015</u> Date
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>Sheerik Padilla</u> Print name	<u><i>[Signature]</i></u> Signature	<u>March 20, 2015</u> Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
_____ Print name	_____ Signature	_____ Date
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	Email: iro-mail@lists.hawaii.edu
Sinclair Annex 2, Room 4	Fax: 808-956-9870
Honolulu, HI 96822	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.

FOR INTERNAL USE ONLY	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:



September 8, 2015

MEMORANDUM

TO: Donald Straney, Chancellor
University of Hawai'i at Hilo

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

A handwritten signature in black ink, appearing to read "Matthew Platz".

SUBJECT: Request for Approval of Proposed Stop-Out of Admission and Termination of the Academic Subject Certificate in E-Commerce, Technology and Business

SPECIFIC ACTION REQUESTED:

We request that admission to the Academic Subject Certificate in E-Commerce, Technology and Business (SC-ECTB) at the University of Hawaii at Hilo be stopped out for period of two years beginning with the spring semester of 2016 through the fall 2017 and terminated effective with the Spring 2018 semester.

RECOMMENDED EFFECTIVE DATE:

We request effective dates as detailed below:

Stop Out: Spring 2016

Termination: Spring 2018

ADDITIONAL COST:

There is no additional cost associated with this request

PURPOSE:

The purpose is to suspend and stop-out the admission and terminate the Academic Subject Certificate program in E-Commerce, Technology and Business under the Computer Sciences department at UH Hilo. This will allow existing students currently completing the program to complete their course requirements and receive their

certificates. Once the stop-out is complete, we are also requesting to terminate the program effective Spring 2018.

BACKGROUND:

UH Executive Policy, E5.205 grants the Chancellor the authority to approve certificate programs in specific subjects that represent recognition of work taken within (or among) existing Board authorized programs.

The Academic Subject Certificate in E-Commerce, Technology and Business was originally approved by the Chancellor in 2002, the program is moving to termination due to the inability to offer the required courses.

ACTION RECOMMENDED:

We recommend that you approve the stop-out and termination of the Academic Subject Certificate in E-Commerce, Technology and Business effective in Spring 2016 (Stop Out) and Spring 2018 (Termination).

APPROVED/DISAPPROVED:



Donald Stanley, Chancellor

11 Sept 15

Date

Cc: Risa Dickson, UH System Vice President for Academic Affairs
Keith Edwards, Chair Computer Sciences Department
Randy Hirokawa, Dean, College of Arts and Sciences
Gail Makuakane-Lundin, Interim Vice Chancellor for Student Affairs
Zachary Street, Interim Director of Admissions
Chelsea Kay-Wong, Interim Registrar