

See email for add'l info.

IRAO OFFICE USE ONLY	
Received	3/8/17
In Banner	
MTVCOMP/Codeset	
Master Curriculum	
CIP Code	
Program Code	
Program Description	

University of Hawai'i  
Code Request Form for Academic Programs

## REPLACE PROGRAM CODE

Date: 02/16/2017

### REQUESTOR CONTACT INFORMATION

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

### NEW PROGRAM CODE TO CREATE

Institution HIL - UH Hilo Campus HIL - UH Hilo  
 Level UG - Undergraduate Effective Term Fall 2015

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>AR</u>	<u>Arts &amp; Sciences</u>	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>SOCS</u>	<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 Concentration	(4) <u>ENVS</u>	<u>Environmental Studies</u>	<input type="checkbox"/> See Banner form STVMAJR
Concentration Major	(4) <u>GEOG</u>	<u>Geography</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: \_\_\_\_\_

Request is to replace SC-ENPS and SC-ENSS with SC-ENVS.

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

**REPLACE PROGRAM CODE**

**EXISTING PROGRAM CODE TO REPLACE**

Program Code	<u>SC-ENSS ENPS</u>	Program Description	<u>Env Stds. Physical &amp; Soc Sci</u>
Institution	<u>HIL - UH Hilo</u>	Campus	<u>HIL - UH Hilo</u>
College	<u>AR</u>	Department	<u>SOCS</u>
Level	<u>UG - Undergraduate</u>		

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 2017**, old 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 2020**, old program code will no longer be available to 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.*

**ATTACHMENTS**

**BOR Approved:** Associate, Bachelor and Graduate Degrees, and sole credential certificates

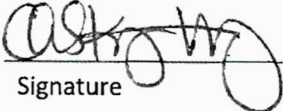
- BOR Meeting Minutes & Supporting Documents <sup>1</sup>  Curriculum  
 Memo with President's Approval, with cc to VPAA, to change existing code <sup>2</sup>

**Chancellor Approved:** Certificates (eg. Certificate of Achievements, Certificates of Competence, Subject Certificates, Academic Subject Certificates) & Associate in Technical Studies (ATS) Degree


- Memo from Chancellor to VPAA to change existing code and create new code  Curriculum

**VERIFICATIONS**

**Registrar:**

Chelsea Kay-Wong \_\_\_\_\_  \_\_\_\_\_ 3/6/17  
 Print Name Signature Date

**Financial Aid Officer:**

Sherrie Padilla \_\_\_\_\_  \_\_\_\_\_ 3/6/17  
 Print Name Signature Date

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

\_\_\_\_\_  
 Print Name Signature Date

<sup>1</sup> Required for change in degree.  
<sup>2</sup> Required for program title with no substantive change in curriculum.




UNIVERSITY  
of HAWAII  
**HILO**

Division of Student Affairs  
Office of the Registrar

February 16, 2017

**MEMORANDUM**

**TO:** Institutional Research and Analysis Office  
Attn: Princess Soares  
University of Hawaii System

**FROM:** Chelsea Kay-Wong   
University Registrar  
University of Hawai'i at Hilo

**SUBJECT:** Request for Approval of Replacement Program Code for the Subject Certificate  
in Environmental Studies

**SPECIFIC ACTION REQUESTED:**

We request approval to replace the program codes currently used for the Subject Certificate-Environmental Studies. Historically the codes of SC-ENPS and SC-ENSS were used since 1995 when the certificate was split into two concentrations. In the Fall 2000 semester the certificate was consolidated back to one track but the program coding was not since adjusted. We are requesting that the program code be updated to match the curriculum that has been in place since 2000.

Existing:

SC-ENPS, ENSS                      Environmental Studies Certificate

New:

SC-ENVS                              Environmental Studies Certificate

**RECOMMENDED EFFECTIVE DATE:**

We request the effective date of Fall 2015.

**Cc:** Zachary Street, Director of Admissions  
Shelby Wong, Curriculum & Catalog Coordinator

200 W. Kāwili St.  
Hilo, Hawai'i 96720-4091  
Telephone: (808) 932-7447  
Fax: (808) 932-7448  
hilo.hawaii.edu

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**SC-ENVS**

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**Shelby Wong** <shelbyw@hawaii.edu>

Wed, Mar 15, 2017 at 1:14 PM

To: Princess Soares &lt;pfrederi@hawaii.edu&gt;

Cc: Chelsea Kay-Wong &lt;ckwong@hawaii.edu&gt;, Sherrie Padilla &lt;sherriep@hawaii.edu&gt;

Hi Princess,

Confirming that all correct. Please SC-ENVS terminate Fall 2017.

Thank you,  
Shelby

On Wed, Mar 15, 2017 at 11:00 AM, Princess Soares &lt;pfrederi@hawaii.edu&gt; wrote:

Aloha Shelby,

Okay, just so we are on the same page.

- Create new program code, SC-GEOG-ENVS effective Fall 2017.
  - Online application: Off
  - Not financial aid-eligible
  - Program length = 30.0000 Weeks (Equivalent to 1.000 year)
  - Special Program Designation = N
  - Fall and Spring Semester required terms of enrollment
- Stop-out admission and terminate program codes for SC-ENSS, SC-ENPS:
  - Stop-out admission effective Fall 2017
  - Terminate effective Fall 2020
- Terminate program code for SC-ENVS effective \_\_\_\_\_

Please confirm the information here. Be sure that Chelsea Kay-Wong and Sherrie Padilla is cc'd so that they are aware of the changes.

LMK if there are any questions.

Mahalo,  
Princess

On Wed, Mar 15, 2017 at 9:55 AM, Shelby Wong &lt;shelbyw@hawaii.edu&gt; wrote:

Hi Princess,

Thank you for checking. We can go with the SC-GEOG-ENVS but we would like to change the effective term to Fall 2017. You may also add SC-ENVS to the list of codes to terminate. Lastly, we have 3 students declared and completing under SC-ENPS that we are hoping will graduate this semester so we just wanted to make sure that even though we have SC-ENPS set to terminate for Fall 2017, that these students will be grandfathered in.

Please let me know if you are able to amend what we have already submitted or if you need any additional paperwork.

Thanks,  
Shelby

On Mon, Mar 13, 2017 at 2:18 PM, Princess Soares &lt;pfrederi@hawaii.edu&gt; wrote:

Hi Shelby,

Sent the request to the director. The decision is to be consistent which means going with SC-GEOG-ENVS. LMK if there are any questions.

Mahalo,  
Princess

On Mon, Mar 13, 2017 at 9:57 AM, Princess Soares <pfrederi@hawaii.edu> wrote:  
I'll need to send it to the director for her decision.

Mahalo!

On Mon, Mar 13, 2017 at 9:21 AM, Shelby Wong <shelbyw@hawaii.edu> wrote:  
Hi Princess,

I spoke with Chelsea on the potential for moving to SC-GEOG-ENVS and we prefer the route of reactivating the existing code of SC-ENVS and not moving to SC-GEOG-ENVS. We feel that it reflects more accurately on the degree transcript this way and prefer to use this instead of a new code.

Please let me know if that is possible.

Thanks,  
Shelby

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**Shelby Wong**

Curriculum & Catalog Coordinator  
University of Hawaii at Hilo  
Office of the Vice Chancellor for Academic Affairs  
New Office Location: CoBE Building Rm: 201  
200 W. Kawili St. Hilo, HI 96720  
Ph: (808) 932-7927  
shelbyw@hawaii.edu

Curriculum Resources Webpage  
Kuali Curriculum Management Resource Webpage

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**Princess Soares**

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Institutional Research and Analysis  
University of Hawai'i System  
Sinclair Annex 1, Room 1  
1633 Bachman Place  
Honolulu, HI 96822  
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