

New Program Code Replace Program Code Date: _____

REQUESTOR CONTACT INFORMATION

Name _____ Campus _____
 Title _____ Email _____
 Office/Dept _____ Phone _____

NEW PROGRAM CODE TO CREATE

Institution _____ Campus _____
 Level _____ Effective Term _____

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) _____	_____	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) _____	_____	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) _____	_____	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR

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.

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 _____
College _____	Department _____
Level _____	

Are current students "grandfathered" under the program code? Yes No

Should the old program code be available for use in Banner? Yes No

Effective **, old program code will no longer be available to admit or recruit students.**
Term (ie. Fall 2020)

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 **, old program code will no longer be available to award degree to students.**
Term (ie. Fall 2020)

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

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>CERTIFICATES ONLY: Please check one (1) statement. This certificate is a...</p> <p><input type="checkbox"/> BOR approved certificate. BOR Meeting/Approval Date: _____</p> <p><input type="checkbox"/> Chancellor approved within an authorized BOR program. BOR Program: _____</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>Registrar (Print Name)</p> <p>_____</p>	<p>Financial Aid Officer (Print Name)</p> <p>_____</p>	<p>For Community Colleges, verification of consultation with OVPCC Academic Affairs: Tammi Oyadomari-Chun</p> <p>_____</p>
Signature	Date	Signature
Signature	Date	Signature
Signature	Date	Signature

ADDITIONAL COMMENTS



October 25, 2022

MEMORANDUM

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

FROM: Kris Roney
Vice Chancellor for Academic Affairs
University of Hawai'i at Hilo

Digitally signed by Kris
Roney
Date: 2022.10.25 13:38:51
-10'00'

SUBJECT: Request for Change of Major Department and New Program Code
for the Pre-Law Subject Certificate (PRLW)

SPECIFIC ACTION REQUESTED:

We request the change of major department in Banner and new program code for the Subject Certificate in Pre Law in the College of Arts and Sciences at the University of Hawai'i at Hilo:

Current Program Code and Major:
Program Code: SC-LSTU-PRLW
Major: Liberal Studies

Requested Program Code and Major:
Program Code: SC-POLS-PRLW
Major: Political Science

RECOMMENDED EFFECTIVE DATE:

We request an effective term of Fall 2023.

ADDITIONAL COST:

There is no additional cost associated with this request.

PURPOSE:

The purpose is to request a change in major department in Banner and a new program code for the Subject Certificate in Pre Law to accurately reflect how the subject certificate program is managed.

BACKGROUND:

At the time of approval, the Subject Certificate in Pre Law was approved to be managed by an interdisciplinary steering committee and was housed under the BA in Liberal Studies due to this interdisciplinary management structure.

The Coordinator of the certificate program and the Political Science department have requested that this subject certificate be housed under the BA in Political Science effective Fall 2023.

ACTION RECOMMENDED:

We recommend that you approve the change of major department and new program code effective Fall 2023 of the following program:

Requested Program Code and Major:

Program Code: SC-POLS-PRLW
Major: Political Science

APPROVED/DISAPPROVED:



Bonnie D. Irwin, Chancellor

10/26/2022

Date

KR:si

Cc:

Chris Holland, Interim Vice Chancellor for Student Affairs
Michael Bitter, Interim Dean College of Arts and Sciences
Bryan Kim, Division Chair Social Sciences
Su-Mi Lee, Department Chair Political Science
Shelby Iwamoto, Academic Curriculum and Graduate Program Officer
Chelsea Kay-Wong, University Registrar
Sherrie Padilla, Enrollment Services Manager