

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

**IRAO USE ONLY: DATE RECEIVED**

**EXISTING PROGRAM CODE TO REPLACE**

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 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  , 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.*

**ADDITIONAL COMMENTS**

**ATTACHMENTS**

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

- BOR Meeting Minutes & Supporting Documents OR Memo with President's Approval, with cc to Vice President for Academic Planning and Policy.
- Curriculum

**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 Vice President for Academic Planning and Policy regarding program action.
- Curriculum

**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  
OVPCC Academic Affairs:

Tammi Oyadomari-Chun

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

Signature

Date

Signature

Date



December 9, 2022

MEMORANDUM

TO: David Lassner  
President

VIA: Michael Bruno  
Provost *John F. Lyons* for Michael Bruno

VIA: Laura E. Lyons *John F. Lyons*  
Interim Vice Provost for Academic Excellence

VIA: Peter Arnade  
Dean, College of Arts, Languages & Letters *Peter Arnade*

FROM: Christine Acham  
Chair, Academy for Creative Media *Christine Acham*

SUBJECT: Request to amend the Bachelor of Arts degree title from “Creative Media” to “Cinematic Arts,” subsequently stop-out the Bachelor of Arts in Creative Media, and change the course subject code “ACM” to “CINE”

SPECIFIC ACTION REQUESTED:

It is requested that the President amend the degree title of Bachelor of Arts in Academy for Creative Media from:

Bachelor of Arts in Creative Media, with three tracks: Creative Media, Animation, and Digital Cinema

to:

Bachelor of Arts in Cinematic Arts, with three tracks: Cinematic Arts, Animation, and Digital Cinema

It is also requested that the existing Bachelor of Arts in Creative Media be stopped out. A program code termination request will be submitted once all students have graduated.

Lastly, it is requested that the course subject code and major code ACM be changed to CINE.

RECOMMENDED EFFECTIVE DATE:

Fall 2023

ADDITIONAL COST:

None

PURPOSE:

The Academy for Creative Media is the film school of the University of Hawai'i at Mānoa. As the department has grown in majors and moves forward to develop its MFA in Cinematic Arts, the BA degree name "Creative Media" is too nebulous to make the department and its graduates recognizable to the job market in which they seek employment. As major productions come to the islands and local films look to hire, our graduates should be immediately recognized as qualified to fill these positions. While creative media includes the many different degrees that are offered across the ACM system, including graphic design, photography and multimedia design, the term "Cinematic Arts," is recognizable across the US. Graduates with the degree title "Cinematic Arts" will be recognizable to students across Hawai'i who wish to pursue film and animation production and to employers who seek to hire film and animation professionals.

Students admitted in Fall 2023 will be enrolled under the new degree title "Bachelor of Arts in Cinematic Arts" and opt into one of the three aforementioned tracks. Creative Media BA majors matriculated before Fall 2023 will have the option of continuing under the old degree title "Creative Media" or opting for the new degree title "Cinematic Arts." Once all students who remain in the stopped-out degree have graduated, the department will submit a request to terminate the old program name.

BACKGROUND:

The Academy for Creative Media was started on the Mānoa campus and has grown to offer degrees at other ACM departments across the Hawaiian islands. While this is a significant accomplishment and should be commended, it has also prohibited Mānoa from promoting its specialty cinematic arts to local students who have a difficult time distinguishing between the various programs. The faculty have heard multiple stories of students interested in film and animation production starting on one campus only to discover that what they really wanted was located on the Mānoa campus, often losing both time and money. The degree title "Cinematic Arts" will help students across the UH system recognize what knowledge they can attain should they enroll at UH Mānoa and benefit them as they transition to the job market with a recognizable degree title. Note that film, cinema or cinematic arts are names that are used for degree programs incorporating film and animation at universities across the US. This is reflected in our peer institutions. For example, the University of Arizona offers an undergraduate degree in "Film and Television" and The University of New Mexico's degree is called, "Film and Digital Arts." The proposed change of the course subject code from ACM to CINE will reflect the degree name change.

There will be no other changes to the courses except the course subject code. No other campuses in the UH system offer courses with the course/subject code ACM and all ACM

D.Lassner  
12/9/2022  
Page 3

programs that use the subject code CM (UHWO, UH Maui College, Kauai Community College and Windward

Community College) have been informed of the proposed change. There are five courses that are currently cross listed with other UHM departments (ACM 314, cross listed with THEA 314 and ART 315; ACM 452 alpha, cross listed with HIST 452 alpha; ACM 419, cross listed with ICS 486; ACM 484, cross listed with ICS 484 and DATA 484; and ACM 487, cross listed with ICS 485). The four departments who offer these cross-listed classes are supportive of the change of the course/subject code to CINE.

ACTION RECOMMENDED:

It is recommended that the President amend the degree title of Bachelor of Arts in Academy for Creative Media from:

Bachelor of Arts in Creative Media, with three tracks: Creative Media, Animation, and Digital Cinema

to:

Bachelor of Arts in Cinematic Arts, with three tracks: Cinematic Arts, Animation, and Digital Cinema

It is also recommended that the existing Bachelor of Arts in Creative Media be stopped out. A program code termination request will be submitted once all students have graduated.

Lastly, it is recommended that the course subject code and program code ACM be changed to CINE.

APPROVED  DISAPPROVED:

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David Lassner  
President

Date

Attachment: Copy of approved request to rename the academy for creative media to ACM: the school of Cinematic Arts in CALL (approved 11/18/22)

cc:

Pheng Xiong, University Registrar  
April Nozomi Quinn, Director of Program Development and Review



November 4, 2022

MEMORANDUM

TO: David Lassner  
President

VIA: Michael Bruno *Michael Bruno*  
Provost

VIA: Laura E. Lyons *Laura E. Lyons*  
Interim Vice Provost for Academic Excellence

VIA: Peter Arnade, *Peter Arnade*  
Dean, College of Arts, Languages & Letters

FROM: Christine Acham *Christine Acham*  
Chair, Academy for Creative Media

SUBJECT: REQUEST TO RENAME THE ACADEMY FOR CREATIVE MEDIA TO ACM:THE SCHOOL OF CINEMATIC ARTS IN THE COLLEGE OF ARTS, LANGUAGES & LETTERS AT UH-MĀNOA.

SPECIFIC ACTION REQUESTED:

It is requested that the name of the Academy for Creative Media, be changed to ACM: The School of Cinematic Arts in the College of Arts, Languages & Letters at UH-Mānoa

RECOMMENDED EFFECTIVE DATE:

Spring 2023

ADDITIONAL COST:

There is no additional cost. The department has already received financial donor support towards this name change including signage, web support and advertising of the new School.

PURPOSE:

The Academy for Creative Media at Mānoa is the film school of The University of Hawai'i at Mānoa in everything but name. As the department has grown in majors and moves forward to develop its MFA, the name Creative Media is too nebulous to make the department and its graduates recognizable to the job market in which they seek employment. As major productions come to the islands and local films look to hire, our graduates should be immediately recognized as qualified to fill these positions. Film or cinematic arts, are names that are recognizable

across the US while creative media includes the many different degrees that are offered across the ACM system, including graphic design, photography and multimedia design. The title The School of Cinematic Arts will be recognizable to students who wish to pursue film and animation production and to employers who seek to hire film and animation professionals.

BACKGROUND INFORMATION:

The Academy for Creative Media was started on the Mānoa campus and has grown to offer degrees at other ACM departments across the Hawaiian islands. While this is a significant accomplishment and should be commended, it has also prohibited Mānoa from promoting its specialty to local students who have a difficult time distinguishing between the various programs. The faculty have heard multiple stories of students interested in film and animation production starting on one campus only to discover that what they really wanted was located on the Mānoa campus, often losing both time and money.


The name has also impeded the department from active fundraising as ACM Mānoa is either confused with other campuses or with the ACM system itself. Most recently this past summer, CBS wanted to donate funds as a part of their Hawai'i Film Tax Incentive to a film school. Productions that use the tax incentive must give a certain portion of their production budget towards workforce development. If it were not for the vigilance of the University of Hawai'i foundation staff who were able to clear up CBS' confusion, we would have lost over \$60,000 that we can now use for equipment or workshops for our students.

Looking at the top 25 film schools for the last two years, all have the title of School, Institute or College and the majority have cinema, cinematic arts, film, or cinema and television in their title. As the major has grown significantly and the department seeks to develop an MFA, the name change will have certain additional powerful benefits. First, the new name will not only resonate with students and employers but also with universities and film communities across the US. The School of Cinematics Arts has the opportunity to be recognized as the premier film school, Hawai'i and the Asia-Pacific. This name change is important to the future of film and animation at the University of Hawai'i and its impact on the workforce of Hawai'i .

ACTION RECOMMENDED:

It is recommended that the name of the Academy for Creative Media, be changed to ACM: The School of Cinematic Arts in the College of Arts, Languages & Letters at UH-Mānoa.

APPROVED / DISAPPROVED



Digitally signed by David Lassner  
Date: 2022.11.18 14:19:00 -10'00'

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David Lassner, President

Date

cc:  
Pheng Xiong, University Registrar  
April Nozomi Quinn, Director of Program Development and Review



**UNIVERSITY**  
*of* **HAWAI'I**  
**SYSTEM**

November 16, 2022

**TO:** Michael Bruno  
Provost

**FROM:** Michael Ng *M. Ng*  
Budget Director

**SUBJECT:** Requested Change in Name from the Academy for Creative Media to  
ACM: The School of Cinematic Arts in the College of Arts, Languages &  
Letters at UH-Manoa

This is in response to the November 4, 2022 request to change the name of the Academy for Creative Media to ACM: The School of Cinematic Arts in the College of Arts, Languages & Letters at UH-Manoa.

Per the referenced APM A3.101.9 consultation request, the University Budget Office is of the opinion that the proposed change in the organizational segment title presented in the above referenced Memorandum does not duplicate and will not be confused with the title of any other organization or unit within the University.

If you have any questions, please contact me ([ng23@hawaii.edu](mailto:ng23@hawaii.edu)).



**University of Hawai‘i at Mānoa**  
**Colleges of Arts, Languages & Letters Program Sheet 2023-2024**  
**Bachelor of Arts (BA) in Cinematic Arts (Animation Track)**  
**Admissions: Min. Criteria Process: Declaration**  
**Min. Total Credits: 120 (82 in core & major + 38 in electives)**

UHM General Education Core Requirements
<b>Foundations</b>
<input type="checkbox"/> FW ENG 100, 100A, 190, ESL 100, or AMST 111
<input type="checkbox"/> FQ*
<input type="checkbox"/> FG (A / B / C)
<input type="checkbox"/> FG (A / B / C)
<i>*Note: This requirement changed in Fall 2018. If you entered the UH System prior to that, please see your college/school advisor.</i>
<b>Diversification</b>
<input type="checkbox"/> DH CINE/ACM 255
<input type="checkbox"/> DA CINE/ACM 215
<input type="checkbox"/> DB
<input type="checkbox"/> DP
<input type="checkbox"/> DY
<input type="checkbox"/> DS
<input type="checkbox"/> DS
<i>* See degree, college and major requirements for courses that can also fulfill these.</i>
UHM Graduation Requirements
<b>Focus</b>
<input type="checkbox"/> H
<input type="checkbox"/> E (300+)
<input type="checkbox"/> O (300+)
<input type="checkbox"/> W
<input type="checkbox"/> W
<input type="checkbox"/> W
<input type="checkbox"/> W (300+)
<input type="checkbox"/> W (300+)
<b>Hawaiian / Second Language</b>
<input type="checkbox"/> 101
<input type="checkbox"/> 102
<input type="checkbox"/> 201
<input type="checkbox"/> 202
<b>Credit Minimums</b>
• 120 total applicable
• 30 in residence at UHM
• 45 upper division (300+ level) credits
<b>Grade Point Average</b>
• 2.0 cumulative or higher ( <i>Note: Other GPAs may be required.</i> )
• Good academic standing

College Requirements
<b>Credit Maximums</b>
• 8 KRS activity
• 9 Directed Reading / Research
• 12 Practicum / Internship

*This program sheet was prepared to provide information and does not constitute a contract. See back for major requirements.  
 Meet regularly with your major advisor.*

## Major Requirements for BA in Cinematic Arts, Animation Track

Admission: Submission of portfolio including Artist's Statement and creative work samples

Application: Portfolios are accepted throughout the year but are reviewed twice a year in October and March. Contact an advisor for more information. Students may only apply twice to the Animation track.

Min. major credits: 42 Credits (45 with prerequisite)

### Prerequisite or Concurrent (3 credits)

ART 113 (C or higher) for CINE/ACM 216

### Requirements

#### ACM:SCA Core Courses (21 credits)

**Introductory Course**  CINE/ACM 255\*<sup>DH</sup> (C or higher)

**Basic Production Skills**  CINE/ACM 215<sup>DA</sup>  216

**Writing Course**  CINE/ACM 350<sup>DA</sup>

**Critical Studies**  CINE/ACM 360  385  460

#### ACM:SCA Major Track or Sequence Courses (21 credits)

**Animation**

Required Courses

CINE/ACM 316B or 316C  320  420

Four of the following Track Elective Courses

CINE/ACM 314  315  316B  316C  317  321  325  386  390  
 399  415  419  420  484  486  487  495  499

### Notes

Advising Center for the Colleges of Arts, Languages and Letters; Sakamaki D202; (808) 956-8755;

[advising@hawaii.edu](mailto:advising@hawaii.edu)

ACM: The School of Cinematic Arts; Crawford 210; (808) 956-5660; [cinema@hawaii.edu](mailto:cinema@hawaii.edu); [manoa.hawaii.edu/cinema/](http://manoa.hawaii.edu/cinema/)

ACM: The School of Cinematic Arts Undergraduate Advisor, Brett Service; Crawford 209; (808) 956-7674;

[service@hawaii.edu](mailto:service@hawaii.edu)

**University of Hawai‘i at Mānoa – Four-Year Academic Plan 2023-2024**  
**College of Arts, Languages & Letters**  
**Bachelor of Arts (BA) in Cinematic Arts (Animation Track)**

This is a sample academic plan. Students should meet with an academic advisor prior to registration to formulate their own plan.

Year 1		Year 2		Year 3		Year 4	
Fall		Fall		Fall		Fall	
CINE/ACM 255 (DH)	3	CINE/ACM 350	3	CINE/ACM 385	3	CINE/ACM 420	3
ART 113	3	CINE/ACM 316B or 316C	3	CINE/ACM Track Elective 300+	3	CINE/ACM Track Elective 300+	3
FQ (or FW)	3	DB (or DP)	3	DS	3	Elective 300+	3
FG (A/B/C)	3	DY	1	Elective	3	Elective 300+	3
HSL 101	3	HSL 201	3	Elective	3	Elective	3
		Elective	2				
Credits	15	Credits	15	Credits	15	Credits	15
Spring		Spring		Spring		Spring	
CINE/ACM 215 (DA)	3	CINE/ACM 360	3	CINE/ACM 320	3	CINE/ACM Track Elective 300+	3
CINE/ACM 216 (DA)	3	CINE/ACM Track Elective 300+	3	CINE/ACM 460	3	Elective 300+	3
FW (or FQ)	3	DP (or DB)	3	Elective	3	Elective 300+	3
FG (A/B/C)	3	DS	3	Elective	3	Elective	3
HSL 102	3	HSL 202	3	Elective	3	Elective	3
Credits	15	Credits	15	Credits	15	Credits	15
Summer		Summer		Summer		Summer	
Credits	0	Credits	0	Credits	0	Credits	0
<b>Total Credits</b>	<b>30</b>	<b>Total Credits</b>	<b>60</b>	<b>Total Credits</b>	<b>90</b>	<b>Total Credits</b>	<b>120</b>

**Notes:**

Students must incorporate all focus requirements into this plan. Focus designations (i.e., W, E, O, H) are CRN specific & semester specific.

Minimum 45 upper division (300+ course) credits are required.

**Prerequisite**

ART 113

**Animation Track Requirements**

CINE/ACM 316B or 316C, 320, 420

**ACM:SCA Core Courses**

**Introductory Course:** CINE/ACM 255

**Basic Production Skills:** CINE/ACM 215 and 216

**Writing Courses:** CINE/ACM 350

**Critical Studies:** CINE/ACM 360, 385, 460

**Animation Track Electives (Choose 4)**

CINE/ACM 314, 315, 316B, 316C, 317, 321, 325, 386, 390, 399,  
415, 419, 420, 484, 486, 487, 495, 499