

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	Date	Signature	Date

ADDITIONAL COMMENTS



UNIVERSITY
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June 8th, 2022

MEMORANDUM

TO: Laura Lyons, Interim Vice Provost for Academic Excellence

FROM: Vernadette Gonzalez, Director, UHM Honors Program

A handwritten signature in cursive script that reads 'Vernadette Gonzalez'.

SUBJECT: Requesting New Banner Code for Honors (CPoS/STAR Academic Essentials & GPS)

SPECIFIC ACTION REQUESTED:

An “Honors Track” has been created in the Banner student information system and STAR Academic Essentials to identify students who are in the Honors Program.

This Banner Code serves the UHM Honors Program 4-year track.

There is a need for a unique Banner Code to serve the Honors Program Upper Division Track in UH STAR.

REQUESTED EFFECTIVE TERM:

Fall 2022

ADDITIONAL COST:

None

RATIONALE/PURPOSE:

Currently, the University of Hawai‘i (UH) System is in the process of implementing the Course Program of Study (CPoS) federal regulation relating to degree coursework and student financial aid eligibility. Specifically, this federal regulation mandates higher education institutions to apply federal student financial aid to courses applicable towards their degree program.

Along those same lines, the University of Hawai‘i at Mānoa (UH Mānoa) Honors Program is working with the University Registrar and UH Mānoa CPoS Implementation Team to create solutions that support Honors students enrolled in Honors Program courses to meet the CPoS regulation. This refers to courses that have graduation designations such as Writing Intensive, for example, and are either A Section or HON.

The proposed solution involved the creation of an “Honors Track” in the Banner student information system and STAR Academic Essentials/GPS that all stakeholders, including students, can access. The track will be used to identify students as part of the UH Mānoa Honors Academic Program and their enrollment in required Honors course/s. This was previously approved on July 23rd, 2021.

However, during the implementation of the newly established Banner code, it became clear that only one set of STAR builder rules can only apply for a single banner code, as STAR cannot distinguish between different class standing.

As upper division students (Transfer/UHM students joining later) do not have to fulfill the entire 4 year requirements, keeping the 4 Year and Upper Division (UD) pathways separate would allow for a much smoother graduation process for the Upper Division.

This would streamline the STAR process for both Honors 4-year and Upper Division Tracks.

Additionally, this would meet the UH Mānoa Honors Academic Program's ongoing goal of enhanced visibility and accessibility for Honors students at our University. Once approved, the Honors Program will work with the University Registrar for next steps.

ACTION RECOMMENDED

It is recommended that an Honors Upper Division Banner code be created in the Banner student information system and STAR Academic Essentials to identify and process students who are in the Upper Division UHM Honors Program.

APPROVED **DISAPPROVED**

Signature  Date July 6, 2022

Laura E. Lyons
Interim Vice Provost for Academic Excellence

Attachment: New Banner Code for Honors (CPoS-STAR Academic Essentials & GPS)
Approved 7.23.2021

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

2425 Campus Road, Sinclair Library, Room 106, Honolulu, HI 96822.

Phone: (808) 956-8391; Email: honors@hawaii.edu; Web: <http://manoa.hawaii.edu/undergrad/honors/> An Equal Opportunity/Affirmative Action

Institution

Place on OVPAE letterhead and format memo

TO: Pheng Xiong, University Registrar
FROM: Laura E. Lyons, interim Vice Provost for Academic Excellence
CC TO: Melisa Tome, Grant Kim, Honors, STAR

This memo is intended to clarify the process by which the Honors track will be implemented in the Banner student information system and STAR. Per the [memo approved on July 23, 2021](#), an Honors track will be added to Banner and subsequently built into STAR. This will help students better track their progress toward degree, locate needed classes, and will also ensure that the coursework is included in their program of study for financial aid purposes.

It has come to my attention that due to the multitude of possible permutations entailed in this Honors track, the current best option is to build the Honors track not as a concentration code in Banner, but as a minor code. The primary benefit to using the minor code is that they are not attached to a particular major in Banner. This is not the case for concentrations, which are linked directly to a major.

Although the Honors track is not technically a minor, it facilitates the creation of the STAR degree pathways needed for the Course Program of Study (CPoS) federal regulation. The Honors track will not be impacted by the double dipping restriction that occurs in STAR with actual minors.

We understand that treating the Honors track as a minor field is not ideal, but it is the best solution available to us within existing system limitations, so I ask that we implement this change as soon as it can be updated.

Once the code is created in Banner, the [honors course list](#) will be built into STAR. Finally, I ask that the Office of the Registrar review the need for this code as enhancements to our student information system or the Honors Program are implemented. If you have any questions or concerns, please contact Director Quinn at agoodwin@hawaii.edu.



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July 19, 2021

MEMORANDUM

TO: Laura Lyons, Interim Vice Provost for Academic Excellence

FROM: Vernadette Gonzalez, Director, UHM Honors Program

A handwritten signature in cursive script that reads "Vernadette Gonzalez".

SUBJECT: Requesting New Banner Code for Honors (CPoS/STAR Academic Essentials & GPS)

SPECIFIC ACTION REQUESTED:

It is requested that an “Honors Track” be created in the Banner student information system and STAR Academic Essentials to identify students who are in the Honors Program.

REQUESTED EFFECTIVE TERM:

Fall 2021

ADDITIONAL COST:

None

RATIONALE/PURPOSE:

Currently, the University of Hawai‘i (UH) System is in the process of implementing the Course Program of Study (CPoS) federal regulation relating to their degree coursework and student financial aid eligibility. Specifically, this federal regulation mandates higher education institutions to apply federal student financial aid to courses applicable towards their degree program.

Along those same lines, the University of Hawai‘i at Mānoa (UH Mānoa) Honors Program is working with the University Registrar and UH Mānoa CPoS Implementation Team to create solutions that support Honors students enrolled in Honors Program courses to meet the CPoS regulation. This refers to courses that have graduation designations such as Writing Intensive, for example, and are either A Section or HON.

The proposed solution involves creating an “Honors Track” in the Banner student information system and STAR Academic Essentials/GPS that all stakeholders, including students, can access. The track will be used to identify students as part of the UH Mānoa Honors Academic Program and their enrollment in required Honors course/s.

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Phone: (808) 956-8391; Email: honors@hawaii.edu; Web: <http://manoa.hawaii.edu/undergrad/honors/>



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Additionally, this would meet the UH Mānoa Honors Academic Program's ongoing goal of enhanced visibility and accessibility for Honors students at our University. Once approved, Honors will work with the University Registrar for next steps.

ACTION RECOMMENDED

It is recommended that an "Honors Track" be created in the Banner student information system and STAR Academic Essentials to identify students who are in the Honors Program.

APPROVED / DISAPPROVED

Signature *Laura E. Lyons* Date 23 July 21
Laura E. Lyons
Interim Vice Provost for Academic Excellence

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

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:
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Department	(4) _____	_____	<input type="checkbox"/> See Banner form STV_DEPT
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Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR

If a similar major/concentration code exists in Banner, please list the code: _____

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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



February 8, 2022

MEMORANDUM

TO: Pheng Xiong
University Registrar

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

SUBJECT: Honors Track Implemented in Banner and STAR

This memo is intended to clarify the process by which the Honors track will be implemented in the Banner student information system and STAR. Per the [memo approved on July 23, 2021](#), an Honors track will be added to Banner and subsequently built into STAR. This will help students better track their progress toward degree, locate needed classes, and will also ensure that the coursework is included in their program of study for financial aid purposes.

It has come to my attention that due to the multitude of possible permutations entailed in this Honors track, the current best option is to build the Honors track not as a concentration code in Banner, but as a minor code. The primary benefit to using the minor code is that they are not attached to a particular major in Banner. This is not the case for concentrations, which are linked directly to a major. Although the Honors track is not technically a minor (rather it is a track or concentration), creating it as a minor code facilitates the creation of the STAR degree pathways needed for the Course Program of Study (CPoS) federal regulation. The Honors track will not be impacted by the double dipping restriction that occurs in STAR with actual minors. I understand that treating the Honors track as a minor field is not ideal, but it is the best solution available to us within existing system limitations, so I ask that we implement this change as soon as it can be updated.

Once the code is created in Banner, the [honors course list](#) will be built into STAR. Finally, I ask that the Office of the Registrar review the need for this code as enhancements to our student information system or the Honors Program are implemented. If you have any questions or concerns, please contact Director Quinn at agoodwin@hawaii.edu.

C: Melissa Tome, Information Technology Services, Academic Technologies
Grant Kim, Institutional Research, Analysis and Planning Office
Vernadette Gonzalez, Director of Honors Program
Siobhan Dhonacha, Honors Program
Gary Rodwell, Director of STAR
Joy Nishida, STAR
Diane Nakashima, Director of Manoa Catalog
Lisa Imai, Course Catalog & Archive Specialist
April Nozomi Quinn, Director of Program Development and Review

2500 Campus Road, Hawai'i Hall 209
Honolulu, Hawai'i 96822
Telephone: (808) 956-8447
Fax: (808) 956-7115



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July 19, 2021

MEMORANDUM

TO: Laura Lyons, Interim Vice Provost for Academic Excellence

FROM: Vernadette Gonzalez, Director, UHM Honors Program

A handwritten signature in cursive script that reads "Vernadette Gonzalez".

SUBJECT: Requesting New Banner Code for Honors (CPoS/STAR Academic Essentials & GPS)

SPECIFIC ACTION REQUESTED:

It is requested that an “Honors Track” be created in the Banner student information system and STAR Academic Essentials to identify students who are in the Honors Program.

REQUESTED EFFECTIVE TERM:

Fall 2021

ADDITIONAL COST:

None

RATIONALE/PURPOSE:

Currently, the University of Hawai‘i (UH) System is in the process of implementing the Course Program of Study (CPoS) federal regulation relating to their degree coursework and student financial aid eligibility. Specifically, this federal regulation mandates higher education institutions to apply federal student financial aid to courses applicable towards their degree program.

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The proposed solution involves creating an “Honors Track” in the Banner student information system and STAR Academic Essentials/GPS that all stakeholders, including students, can access. The track will be used to identify students as part of the UH Mānoa Honors Academic Program and their enrollment in required Honors course/s.

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Additionally, this would meet the UH Mānoa Honors Academic Program's ongoing goal of enhanced visibility and accessibility for Honors students at our University. Once approved, Honors will work with the University Registrar for next steps.

ACTION RECOMMENDED

It is recommended that an "Honors Track" be created in the Banner student information system and STAR Academic Essentials to identify students who are in the Honors Program.

APPROVED / DISAPPROVED

Signature *Laura E. Lyons* Date 23 July 21
Laura E. Lyons
Interim Vice Provost for Academic Excellence

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