

New Program Code       Modify 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: \_\_\_\_\_

If new major, please list the BOR's approved Classification of Instructional Programs (CIP) 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**

**ADDITIONAL COMMENTS** (for modifying existing program codes, specify the term to turn on/off the online application, the recruitment/admission term, and the general student/history/degree term.)

**ATTACHMENTS**

**BOR Approved:** Sole-credential Certificates, Associate (excluding ATS), 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

**CERTIFICATES ONLY: Please check one (1) statement.** This certificate is a...

- BOR approved certificate. BOR Meeting/Approval Date: \_\_\_\_\_  
 Chancellor approved within an authorized BOR program. BOR Program: \_\_\_\_\_  
 Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

**VERIFICATIONS**

*By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.*

Registrar  
(Print Name)

Stephanie Kailiawa

*Stephanie Kailiawa* Apr 14, 2020

Signature

Date

Financial Aid Officer  
(Print Name)

Jodie Kuba

*Jodie Kuba* Apr 14, 2020

Signature

Date

For Community Colleges,  
verification of consultation with  
OVPC Academic Affairs:

Tammi Oyadomari-Chun

Signature

Date



Grant Kim &lt;grantkim@hawaii.edu&gt;

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**Fwd: New program code - Oceania**

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**Dean, UHM College of Social Sciences** <deancss@hawaii.edu>

Tue, Apr 21, 2020 at 7:55 PM

To: Grant Kim &lt;grantkim@hawaii.edu&gt;

Cc: Pearl Imada Iboshi &lt;iboshi@hawaii.edu&gt;, Amy Rozek &lt;amyrozek@hawaii.edu&gt;, Hae Okimoto &lt;hae@hawaii.edu&gt;, Laura Armer &lt;larmer@hawaii.edu&gt;, Denise Konan &lt;konan@hawaii.edu&gt;

Mahalo Grant,

I confirm that the curriculum for Women's Studies-BA is identical whether taken online or during day session.

We understand that the signature on the IS-BA Oceania is forthcoming from the Provost. We will let you know as soon as we get this.

I do have a question for you. We are offering several certificate programs and would like to move them online as well.

Do you know if it is possible for us to obtain program codes for certificates? We notice that some certificates have program codes and others do not.

Thanks for your help!

Best,  
Denise

On Apr 21, 2020, at 5:13 PM, Grant Kim &lt;grantkim@hawaii.edu&gt; wrote:

Hi Denise,

Thank you for clarifying the proposed distance version of the existing Women's Studies-BA (WMST-BA) will be offered 100% online. Please also confirm the curriculum will be the same as the existing Women's Studies-BA (WMST-BA) program.

Being a new program, Interdisciplinary Studies-BA Distance with a new concentration in Oceania, requires a memo approved by your provost, along with the proposed curriculum. Given the difficulty in obtaining signatures, an email with the same memo content would be acceptable.

Best,  
Grant  
IRAPO

On Tue, Apr 21, 2020 at 12:47 PM Dean, UHM College of Social Sciences &lt;deancss@hawaii.edu&gt; wrote:

Aloha,

The signed New Program Code Request is attached. This is 100 percent online, as is the Women's Studies program we sent previously. Please let me know if you need any further information.

Thank you,

Denise

Denise Eby Konan, Ph.D.  
College of Social Sciences | Dean  
Mānoa Academy | Dean  
Department of Economics | Professor  
UHERO | Fellow

University of Hawaii at Mānoa  
Hawai'i Hall 310 | Honolulu, HI 96822  
808.956.6570  
[konan@hawaii.edu](mailto:konan@hawaii.edu) (e-mail)  
dekonan (WeChat)

----- Forwarded message -----

From: **Dean, UHM College of Social Sciences** <[deancss@hawaii.edu](mailto:deancss@hawaii.edu)>

Date: Fri, Apr 17, 2020 at 11:13 AM

Subject:

To: Grant Kim <[grantkim@hawaii.edu](mailto:grantkim@hawaii.edu)>

Cc: Pearl Iboshi <[iboshi@hawaii.edu](mailto:iboshi@hawaii.edu)>, Amy Rozek <[amyrozek@hawaii.edu](mailto:amyrozek@hawaii.edu)>, Hae Okimoto <[hae@hawaii.edu](mailto:hae@hawaii.edu)>, Laura Armer <[larmer@hawaii.edu](mailto:larmer@hawaii.edu)>

Aloha,

The signed New Program Code Request for our Oceania online BA is attached for your appropriate attention. Please let me know if you need further information from us.

Thank you,

Denise

Denise Eby Konan, Ph.D.  
College of Social Sciences | Dean  
Mānoa Academy | Dean  
Department of Economics | Professor  
UHERO | Fellow

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