Date: 7/5/2018

REQUESTOR CONTACT INFORMATION

Name	Bobbie Martel	Campus	Leeward CC
Title	Coordinator/Professor	Email	rmartel@hawaii.edu
Office/Dept	Teacher Education Programs	Phone	808-455-0632

NEW PROGRAM CODE TO CREATE

Institution	LEE - Leeward CC	Campus	LEE - Leeward CC
Level	UG - Undergraduate	Effective Term	Fall 2018

	Code (Max. Characters)		Description	Check if requesting new code:
College	(2)	IN	Instructional	☐ See Banner form STVCOLL
Department	(4)	LBRT	Liberal Arts	☐ See Banner form STVDEPT
Degree/Certificate	(6)	CO	Certificate of Competence	☐ See Banner form STVDEGC
Major	(4)	TCH2	Teaching	☒ See Banner form STVMAJR
Concentration	(4)	SPE2	Special Education II	☐ See Banner form STVMAJR
Minor	(4)			☐ 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:

Presently, 2 and 4 year Teaching programs use the same major and CIP code. The skills acquired in a 2 year program are different

from those acquired in a 4 year program. Requesting for a new major and CIP code but keep the same program title. New CIP: 13.1501

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)? See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html	☒ Yes	☐ No

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
See Special Program Designations Code Definitions on IRAO Program Code Request webpage

☐ A ☐ B ☒ N ☐ P ☐ T ☐ U

Required Terms of Enrollment ☒ Fall ☒ Spring ☐ Summer ☐ Extended

IRAO USE ONLY: DATE RECEIVED

REPLACE PROGRAM CODE

EXISTING PROGRAM CODE TO REPLACE

Program Code	CO-TCH-SPE2	Program Description	Certificate of Competence
Institution	Leeward CC	Campus	Leeward CC
College	Instructional	Department	Liberal Arts
Level	Undergraduate		

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 2018] **, 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 2021] **, 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.
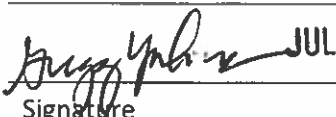
Registrar (Print Name)	**Financial Aid Officer** (Print Name)	**For Community Colleges, verification of consultation with OVPCC Academic Affairs:**
Grant Helgeson	Gregg Yoshimura	Tammi Oyadomari-Chun
[signature] 7/12/18	*[signature]* JUL 1 3 2018	*[signature]* 8/21/18
Signature Date	Signature Date	Signature Date

Form modified: June 2017