

UNIVERSITY OF HAWAII'
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

Replacing or eliminating an existing program code:

If replacing an existing program code, are current students "grandfathered" under the old code? Yes No

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

Will the old program code be available for:

	Yes	No	Ending Term (Semester-Year)
Banner Module	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
General Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Academic History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____

2. CERTIFICATES ONLY:

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No
 (Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE		Banner forms: STVGAMP, STVGCOL, STVDIVS, STVDEPT
Campus code [3 char]:		Campus description [30 char/space limit]:
College code [2 char]:		College description [30 char/space limit]:
Division code [4 char/space limit]:		Division description [30 char/space limit]:
Department code [4 char/space limit]:		Department description [30 char/space limit]:

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4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

Inactivate Small Vessel Fabrication and Repair (VESL) AS and CA for HonCC under the Course Program of Study for the online application, since we are no longer accepting new applicants - we are discontinuing enrollment as of May 6, 2015, those who were accepted into the program prior to that day will be allowed to complete the VESL Program. We will admit new students at a later date once curriculum changes are made.

SUPPORTING DOCUMENTATION

Please see the **Code Request Guide** for the required supporting documents to be submitted. Documents submitted with this form:

Board of Regents meeting minutes and supporting documents provided to the BOR

Memo from UH President

Memo from Chancellor

Curriculum (required for requests for new programs/majors/minors/certificates)

Gainful Employment Program notification to the US Department of Education

Other: _____

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CAMPUS VERIFICATION

Requestor Signature  Date 5/11/15

Registrar (If different from Requestor)  JOSEPHINE D. STUBBERS 5/11/15

Print name _____ Signature _____ Date _____

Email/memo in lieu of Registrar's signature may be attached

Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)

Print name _____ Signature _____ Date _____

Email/memo in lieu of Financial Aid Officer's signature may be attached

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

Print name _____ Signature _____ Date _____

Email/memo in lieu of signature may be attached

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
 1633 Bachman Place
 Sinclair Annex 2, Room 4
 Honolulu, HI 96822
 Email: iro-mail@lists.hawaii.edu
 Fax: 808-956-9870
 Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

FOR INTERNAL USE ONLY	
Program code [12]:	Date form/docs received:
CIP code [6]:	Program Description [30]:
	CIP description [30]:



June 16, 2015

MEMORANDUM

TO: Risa Dickson
Vice President for Academic Affairs

FROM: Erika Lacro
Chancellor

SUBJECT: Program Action at Honolulu Community College

Honolulu Community College's (Hon CC's) Auto Body Repair and Painting (ABRP) and Small Vessel Fabrication and Repair (VESL) programs will be stopped out for one year while curriculum changes are being made.

Admissions stop out for CMGT will be Fall 2015. Degree termination will take place in Summer 2017, with last graduating class in Spring 2017. We are exploring folding part of this program into our existing AEC program.

The following programs were disabled from Hon CC's online application on 6/5/15:

AAS-ABRP
CA-ABRP
AAS-VESL
CA-VESL
AS-CMGT

These requests are being submitted to formally disable the Recruitment and Admissions modules in Banner.