

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: March 23, 2015	Effective term of request (Semester-Year): Fall 2014
Name: Katy Ho	Title: VCAA
Campus: Honolulu CC	Office/Department: Academic Affairs
Phone: 845-9158	Email: kathyho@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOAGURR, STVMAJR
Institution: Honolulu CC (HON)	College: TR	Department: MARR
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code: CA-VESL (Small Vessel Fabrication and Repair)		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree:	Certificate: Certificate of Achievement	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major:	Existing Concentration:	
<small>Code</small>	<small>Description</small>	<small>Code</small> <small>Description</small>
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]:	Description [30 char/space limit]:	
If a similar major/concentration code exists in Banner, please list the code:		
Is this major/concentration code being used the same way at other UH campuses?		
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

UNIVERSITY OF HAWAI'I
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:	Banner Module	Yes	No	Ending Term (Semester-Year)
Online Application		<input type="checkbox"/>	<input type="checkbox"/>	_____
Recruitment		<input type="checkbox"/>	<input type="checkbox"/>	_____
Admissions		<input type="checkbox"/>	<input type="checkbox"/>	_____
General Student		<input type="checkbox"/>	<input type="checkbox"/>	_____
Academic History		<input 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: **AAS-VEGI**

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE

Banner forms: STVCAMP, STVCOLL, 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]:

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

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

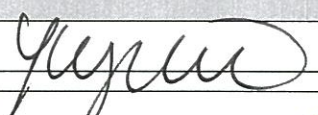

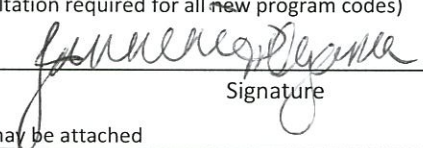
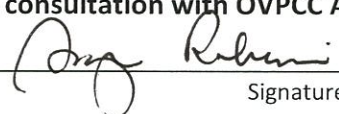
5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

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

In Spring 2014 the college and Chancellor approved a CA (Certificate of Achievement) in MARR - Small Vessel Fabrication and Repair. An Academic Program code was not created at that time.

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR <input type="checkbox"/> Memo from UH President <input checked="" type="checkbox"/> Memo from Chancellor via curriculum action <input checked="" type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates) <input type="checkbox"/> Gainful Employment Program notification to the US Department of Education <input type="checkbox"/> Other: _____

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION		
Requestor Signature _____		Date <u>MAR 27 2015</u>
Registrar (If different from Requestor) Josephine Stenberg _____	 _____ Signature	<u>3/27/15</u> _____ 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) Jannine Oyama _____	 _____ Signature	<u>03/27/2015</u> _____ Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
<u>Suzette Robinson</u> _____ Print name	 _____ Signature	<u>4/14/15</u> _____ 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 Email: iro-mail@lists.hawaii.edu
Sinclair Annex 2, Room 4 Fax: 808-956-9870
Honolulu, HI 96822 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	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:




UNIVERSITY of HAWAII*
HONOLULU
COMMUNITY COLLEGE

March 30, 2015

MEMORANDUM

TO: Risa Dixon
Vice President for Academic Affairs

FROM: Erika Lacro
Chancellor 

SUBJECT: Program Action at Honolulu Community College

In January 2014, I had approved the program action for the Certificate of Achievement (effective Fall 2014): CA-VESL (Small Vessel Fabrication and Repair).

University of Hawai'i Honolulu Community College
CURRICULUM ACTION PROPOSAL
Modify a Program

Program Name: MARR - Small Vessel Fabrication and Repair		Effective Term: Fall 2014	
Instructions: <ol style="list-style-type: none"> 1. Complete <u>only</u> items being modified. Continue overflow text under "Additional Information". 2. Attach photocopies of all Catalog pages that are affected with changes marked. 3. If the Program Modification requires course changes, attach applicable Course Modification forms together as a package. 			
PROGRAM DATA	Program Name, Alpha:		
	Program Mission:		
	Program Description:		
	Program SLO:		
	Program Requirements:	Prerequisite:	Prerequisite:
		Prerequisite or Co-requisite:	Prerequisite or Co-requisite:
		Recommended Prep:	Recommended Prep:
		Other Requirement:	Other Requirement:
	Degrees & Certificates:	(CA) None	Certificate of Achievement (CA)
	Course Addition:		
	Course Deletion:		
	Credits:		
	Course Sequence:	(Attach)	(Attach)
Minimum Credits Required:	(CA) None	25	
Other:			
MISC. UPDATES	Program Liaison:		
	Website:		
	Address/Location:		
	Faculty:		
	Cost of Textbooks/Supplies:		
	Advisory Committee:		
IMPACT	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Are any PROGRAMS impacted by this proposal? If "Yes" describe below.		
	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Are any COURSES impacted by this proposal? If "Yes" describe below.		
<input type="checkbox"/> YES <input type="checkbox"/> NO Were the affected Programs/Departments consulted and notified?			
Describe impact on Programs and/or Courses.			
Additional Information: No additional resources are required for this Certificate of Achievement.			