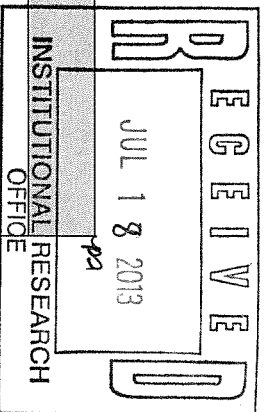


UNIVERSITY OF HAWAII  
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES



**REQUESTOR CONTACT INFORMATION**

Date: July 18, 2013	Effective term of request (Semester-Year): Fall 2014
Name: Stuart Lau	Title: University Registrar
Campus: Manoa	Office/Department: Office of the Registrar
Phone: 956-5322	Email: stuartl@hawaii.edu

**1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE**

Banner forms: SMAPRLE, SOACURR, STVMAIR

Institution:	College:	Department:
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New program code     Change/replace existing program code:

Level:     Undergraduate     Graduate     First-Professional     Post-Baccalaureate     Other:

Degree:     Certificate:

If requesting an existing Major code and/or Concentration code in Banner:

Existing Major:	Code	Description	Existing Concentration:	Code	Description
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If requesting a new  Major code or  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?     Yes     No  
 (Please consult your Financial Aid Officer on Program Participation Agreement impact)

Is this program/major/certificate financial aid eligible?     Yes     No    (Financial Aid Officer consultation required for all new program codes)

Should this program be available for applicants to select as their planned course of study on the online application?     Yes     No  
 (If yes, students may select the code as their only program of study.)

UNIVERSITY OF HAWAII'  
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**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:

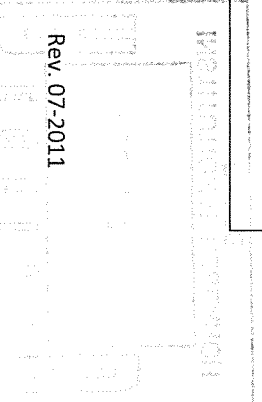
	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
	General Student	<input type="checkbox"/>	<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.itap.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: STVCAMP, STV COLL, 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 HAWAII'  
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College: 10	Department: MB (Marine Biology)	
Subject code [4 char/space limit]: MBIO	Subject description [30 char/space limit]: Marine Biology	

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):

**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 / *OVAAA*
- Curriculum (required for requests for new programs/majors/minors/certificates)
- Gainful Employment Program notification to the US Department of Education
- Other: \_\_\_\_\_

UNIVERSITY OF HAWAII'  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

**CAMPUS VERIFICATION**

**Requestor Signature**  Date July 18, 2013

**Registrar** (If different from Requestor)

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 OVPCC 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                                  Email: [iro-mail@lists.hawaii.edu](mailto: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	
Program code [12]:	Date form/docs received:
CIP code [6]:	Program Description [30]:
	CIP description [30]:

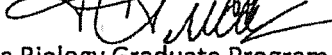
**UNIVERSITY OF HAWAII AT MĀNOA**

Marine Biology Graduate Program  
HIG 132, University of Hawai'i at Mānoa  
Honolulu, HI 96822  
808-956-5651, mbiograd@hawaii.edu

July 3, 2013

MEMORANDUM

TO: Reed Dasenbrock  
Vice Chancellor for Academic Affairs


FROM: Timothy C. Tricas  7/3/13  
Co-Chair of Marine Biology Graduate Program

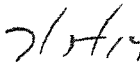
SUBJECT: REQUEST FOR SUBJECT CODE FOR MARINE BIOLOGY GRADUATE PROGRAM

The new Marine Biology Graduate Program would like to request to use a course alpha code. The Program would like to begin developing courses for the new graduate program and cross list established courses to develop the graduate curriculum.

The Program would like to use "MBIO" as the Program's alpha course code.

Approved: Effective Fall 2014

  
\_\_\_\_\_  
Reed Dasenbrock, Vice Chancellor  
for Academic Affairs

  
\_\_\_\_\_  
Date

CC: Brian Taylor  
William Ditto  
Stuart Lau  
Diane Nakashima

Located in the College of Natural Science and the School of Ocean & Earth Science & Technology  
University of Hawaii at Manoa

An Equal Opportunity/Affirmative Action Institution

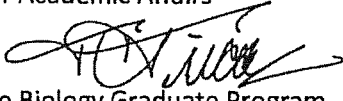
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*Approved. Effective Fall 2014. + bsd*

*Reed Dasenbrock*

*cc: Brian Frazier, Lisa  
Ward, Jeff, Owen  
- Lisa - Lisa - Wendi  
Diane Robertson, Mar...*

*bcc: Lisa Imai  
Niyotte  
Janola*