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University of Hawai'i  
Code Request Form for Academic Programs  
**NEW OR MODIFIED SUBJECT CODE**

Date: April 11, 2019

**REQUESTOR CONTACT INFORMATION**

Name	<u>Stuart Lau</u>	Campus	<u>Manoa</u>
Title	<u>Registrar</u>	Email	<u>stuartl@hawaii.edu</u>
Office/Dept	<u>Office of the Registrar</u>	Phone	<u>956-5322</u>

- NEW SUBJECT CODE USE AT INSTITUTION**  
 **MODIFY SUBJECT CODE USE AT INSTITUTION**

Institution Manoa Effective Term Fall 2019

	Code (Max. Characters)	Description (30 characters max)	Check if requesting new code:
College	(2) <u>08</u>	<u>Academic Affairs</u>	<input type="checkbox"/> See Banner form STV_COLL
Division	(4) _____	_____	<input type="checkbox"/> See Banner form STV_DIVS
Department	(4) <u>UROP</u>	<u>Undergraduate Rsch Opp Program</u>	<input checked="" type="checkbox"/> See Banner form STV_DEPT
Subject	(4) <u>UROP</u>	<u>Undergraduate Research</u>	<input checked="" type="checkbox"/> See Banner form STV_SUBJ

**ATTACHMENTS**

- Memo with appropriate campus approval (i.e. Campus Curriculum Committee, Vice Chancellor for Academic Affairs, etc.)

**VERIFICATIONS**

**Registrar:**

Stuart Lau  April 11, 2019  
 Print Name Signature Date

**Financial Aid Officer:**

Jodie Kuba  4/11/19  
 Print Name Signature Date

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

\_\_\_\_\_  
 Print Name Signature Date



UNIVERSITY  
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MĀNOA

Undergraduate Research Opportunities Program  
Office of the Vice Chancellor for Research

MAR 28 11:10

March 19, 2019

**MEMORANDUM**

**TO:** Michael Bruno  
Interim Vice Chancellor for Academic Affairs  
Vice Chancellor for Research

**FROM:** Creighton M. Litton  
Director, Undergraduate Research Opportunities Program

A handwritten signature in black ink, appearing to read "C. M. Litton".

**SUBJECT:** REQUEST FOR A NEW BANNER SUBJECT CODE: UROP

**SPECIFIC ACTION REQUESTED:**

It is requested that the interim Vice Chancellor for Academic Affairs approve the creation of a new Banner Subject Code (BSC), "UROP" for the Undergraduate Research Opportunities Program (UROP), such that it may offer for-credit research and creative work courses.

**RECOMMENDED EFFECTIVE DATE:** May 1, 2019

**ADDITIONAL COST:** There is no additional cost associated with this request.

**PURPOSE:**

A new subject code will allow UROP to provide for-credit directed research to undergraduate students conducting faculty-mentored research and creative works during the summer, as well as throughout the academic year.

**BACKGROUND:**

The Undergraduate Research Opportunities Program (UROP) under the Office of the Vice Chancellor for Research (OVCR) coordinates and promotes opportunities for undergraduate students across all disciplines at the University of Hawaii'i at Mānoa to engage in faculty-mentored research and creative work. UROP offers financial and programmatic support that includes: project and presentation funding; the Summer Undergraduate Research Experience (SURE) and accompanying SURE Symposium; a database of on- and off-campus research and creative work opportunities; and, in collaboration with the Honors program, the Undergraduate Showcase Event.

In Fall 2019, the UROP program established the variable-credit course UNIV 399 (Faculty-Mentored Research and Creative Work Project) as a means of offering students credit for the research and creative work conducted through the UROP program. Upon creation of the "UROP" BSC, we intend to submit a UHM-2 to: (i) change the course subject code and



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**Undergraduate Research Opportunities Program  
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number from UNIV 399 to UROP 399; and (ii) establish a series of alpha courses to address specific course needs (e.g., free-tuition course in the summer for UROP funded students; regular, academic year credits for students who do not have departmental 399 and 499 courses available to them). To facilitate the development of these course offerings, we request that a dedicated BSC be created as "UROP".

The dedicated "UROP" BSC will be used to reflect the cross-disciplinary nature, and research-based nature of the planned course offerings. Given that the planned courses will be administered by and through the UROP program, it is necessary that they be attributable to the UROP program.

**ACTION RECOMMENDED:**

It is recommended that the interim Vice Chancellor for Academic Affairs approve the creation of a new Banner Subject Code (BSC), "UROP," for the Undergraduate Research Opportunities Program (UROP), such that it may offer for-credit research and creative work courses during the summer and regular academic year.

Approved  Disapproved:

A handwritten signature in black ink, appearing to read "Michael Bruno".

4/3/19

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Michael Bruno  
Interim Vice Chancellor for Academic Affairs  
Vice Chancellor for Research

Date