

*Chancellor → VPAA*

*Terminate*

UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 7/29/15	Effective term of request (Semester-Year): Fall 2014
Name: Ardis Eschenberg	Title: Vice Chancellor of Academic Affairs
Campus: Windward Community College	Office/Department: Academic Affairs
Phone: 235-7463 (secretary)	Email: cokimi@hawaii.edu (secretary)

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution: Windward CC (WIN)	College: Windward CC (WIN)	Department: Academic Affairs	
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: Program deleted <i>ASC-BRT-PBT</i>			
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: ASC Academic Subject Certificate			
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: _____	Code	Existing Concentration: _____	Code
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 type="checkbox"/> No			
(Please consult your Financial Aid Officer on Program Participation Agreement impact)			
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(If yes, students may select the code as their <u>only</u> program of study.)			

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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 checked="" type="checkbox"/>	Fall 2014 <b>201510</b> ✓
Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2014 <b>201510</b> ✓
Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2014 <b>201510</b> ✓
General Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2014 <b>201510</b> ✓
Academic History	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2014 <b>201510</b> ✓

**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: 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]:

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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):  
 Inactivation of program code in Banner due to deletion of the program.

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

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<b>CAMPUS VERIFICATION</b>	
Requestor Signature _____	Date <u>JUL 27 2015</u>
Registrar (If different from Requestor) Geri Imai _____	Date <u>JUL 27 2015</u>
Print name _____	Signature _____
Email/memo in lieu of Registrar's signature may be attached _____	
<b>Financial Aid Officer</b> (Financial Aid Officer consultation required for all new program codes)	
Print name _____	Date _____
Email/memo in lieu of Financial Aid Officer's signature may be attached _____	
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>	
Suzette Robinson _____	Date <u>8/12/15</u>
Print name _____	Signature _____
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.**

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




July 28, 2015

**MEMORANDUM**

**TO:** Risa Dickson  
Vice President for Academic Affairs

**FROM:** Douglas Dykstra  
Chancellor, Windward Community College



**SUBJECT: DELETION OF THE ASC IN BIO-RESOURCES AND TECHNOLOGY: PLANT BIOTECHNOLOGY**

I have approved the deletion of the ASC in Bio-Resources and Technology: Plant Biotechnology on May 2, 2014, effective Fall 2014. Please deactivate the program code in Banner.

**Delete**

ASC in Bio-Resources and Technology: Plant Biotechnology (ASC-BRT-PBT)

c: Pearl Iboshi, IRAO  
Thomas Doi, WCC Banner Security Coordinator