

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

REQUESTOR CONTACT INFORMATION	
Date: August 14, 2011	Effective term of request (Semester-Year): Fall 2011
Name: Bruce Mathews	Title: Professor, Soil Science
Campus: UH Hilo	Office/Department: Coll. of Ag., Forestry, Nat. Res. Mgt.
Phone: 933-0853	Email: bmathews@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE			Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: UH Hilo (HIL)	College: CAFNRM	Department:	
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: ECO			
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: BS in Agriculture		Certificate:	
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 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 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 type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>			

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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 2011
Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2011
Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2011
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: 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]:

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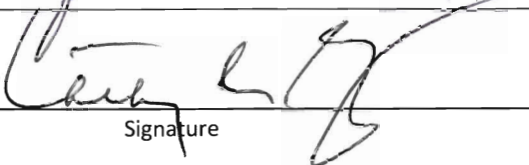
4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

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):

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 <input 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 HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION		
Requestor Signature <u>Brian W. Matting</u>	Date <u>6/15/2011</u>	
Registrar (If different from Requestor)		
<u>Cathy Zenz</u> Print name	 Signature	<u>Aug 17, 2011</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)		
_____ 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 (IRAIO)
 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]:

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Name: Bruce Mathews	Title: Professor, Soil Science
Campus: UH Hilo	Office/Department: Coll. of Ag., Forestry, Nat. Res. Mgt.
Phone: 933-0853	Email: bmathews@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: UH Hilo (HIL)	College: CAFNRM	Department:
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: ABU		
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: BS in Agriculture	Certificate:	
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>	<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:		
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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		
<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 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 type="checkbox"/> Yes <input type="checkbox"/> No		
<small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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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 2011
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2011
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2011
	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>)

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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]:
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Division code [4 char/space limit]:	Division description [30 char/space limit]:
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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):

SUPPORTING DOCUMENTATION

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- Memo from UH President
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- Other: _____

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION		
Requestor Signature <u>Brian V. Mathen</u>	Date <u>08/15/2011</u>	
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)		
<u>Cathy Zenz</u>	<u>Cathy Zenz</u>	<u>8/17/11</u>
Print name	Signature	Date
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Name: Bruce Mathews	Title: Professor, Soil Science
Campus: UH Hilo	Office/Department: Coll. of Ag., Forestry, Nat. Res. Mgt.
Phone: 933-0853	Email: bmathews@hawaii.edu

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Institution: UH Hilo (HIL)	College: CAFNRM	Department:
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Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
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4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
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Requestor Signature <u>Bruce W. Mullen</u>	Date <u>08/15/2011</u>	
Registrar (If different from Requestor) <u>Cathy Zenz</u> Print name	<u>[Signature]</u> Signature	<u>8/17/11</u> Date
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Program code [12]: _____	Program Description [30]: _____
CIP code [6]: _____	CIP description [30]: _____



UNIVERSITY
OF HAWAII
HILO

August 16, 2011

MEMORANDUM

TO: Linda Johnsrud, Vice President
Academic Policy and Planning, University of Hawaii System

VIA: Donald Straney Chancellor
University of Hawai'i at Hilo

FROM: Kenith Simmons
Interim Vice Chancellor for Academic Affairs

SUBJECT: Deletion of codes for programs no longer offered effective Fall 2011

I have approved the removal of the following Banner codes, effective Fall 2011; the full names of these four specializations in the BA in Agriculture are also given:

ABU Agrobusiness
CRO Crop Protection
GNL General Agriculture
ECO Agroecology and Environmental Quality

These specializations will no longer be available to students. The College of Agriculture, Forestry, and Natural Resource Management has restructured the BS curriculum to add two new specializations that replace these; those changes have been approved through the UH Hilo curriculum review process and new codes have been assigned.

Thank you for your assistance in notifying the appropriate University offices so this program will be reflected properly in the University's operational and reporting systems.

Cc: William Steiner, Dean, College of Agriculture, Forestry, and Natural Resource Management
Cathy Zenz, Registrar
Kainoa Ariola, Director, Advising Center
Luoluo Hong, Vice Chancellor for Student Affairs
Pearl Imada Iboshi, Director, UH System Institutional Research Office
Joanne Itano, Director, Academic Planning and Policy
Tam Vu, Chair, Economics Department

VICE CHANCELLOR FOR ACADEMIC AFFAIRS

200 W. Kāwili St. Hilo, HI 96720-4091 • Phone: (808) 974-7707 • Fax: (808) 974-7622 • www.uhh.hawaii.edu/uhh/vcaa/

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