Mānoa Advising Center
Queen Lili'uokalani Center for Student Services 101
2600 Campus Road
Honolulu, HI 96822
macadv@hawaii.edu

UNIVERSITY of HAWAI'I® MĀNOA

January 26, 2014
(THIS MEMO SUPERSEDES MEMO DATED 4/11/13)

TO Reed Dasenbrock, Vice Chancellor for Academic Affairs

VIA Ronald E. Cambra, Assistant Vice Chancellor for Undergraduate Education

FROM Megumi Makino-Kanehiro, Mānoa Advising Center

RE Revised Request - Reclassification of General Arts & Sciences (GEAS) category

The Mānoa Advising Center and the Exploratory Committee have made a lot of progress in terms of the direction in which we will be proceeding with the Exploratory initiative. As a result, we have a revised request in terms of Banner codes.

First of all, students who are currently classified as General Arts & Sciences will be reclassified as Exploratory, with the College identified as Office of Undergraduate Education (OUE) and department set as Mānoa Advising Center. There will be additional categories to reflect the interest area groups that we have identified: Exploratory - Business & Industry (EXBI), Exploratory - Integrative Studies (EXI), Exploratory – Visual, Creative & Performing Arts (EXAR), Exploratory – Humanities & Social Studies (EXHS), Exploratory – Language Studies (EXL), and Exploratory – Science (EXSC).

Secondly, the following Pre-major categories will remain, with the College changed from ~~GEAS~~ CAS to Office of Undergraduate Education (OUE) and department set as Mānoa Advising Center (MAC): Pre-Business, Pre-Social Work, Pre-Dental Hygiene, Pre-Medical Technology, Pre-Medicine, Pre-Law, and Pre-Pharmacy.

Finally, three new Pre-categories will be created to reflect current practice.

- Pre-IS will be coded as PRIS.
- Pre-ACM will be coded as PRAC.
- Pre-COM will be coded as PRCO.

Please refer to the attached charts for further information.

APPROVED:

An Equal Opportunity/Affirmative Action Institution

New Major codes for Exploratory initiative Date: 1/24/2014

Requestor Dr Cambra (VCUE)

STVMAJR_Code	STVMAJR_Desc
EXBI	Exploratory Bus & Industry
EXI	Exploratory Integrative Studies
EXAR	Exploratory Visual, Creative, Performing Arts
EXHS	Exploratory Humanities, Social Sciences
EXL	Exploratory Language Studies
EXSC	Exploratory Science
EX	Exploratory
PRAC	Pre-ACM
PRCO	Pre-COM
PRIS	Pre-IS

New Program codes for exploratory initiative Date: 1/24/2014

Requestor Dr Cambra (VCUE)

Program_code	College	Dept	major
registrar defined	OUE 09	MAC	EXBI
registrar defined	OUE 09	MAC	EXI
registrar defined	OUE 09	MAC	EXAR
registrar defined	OUE 09	MAC	EXHS
registrar defined	OUE 09	MAC	EXL
registrar defined	OUE 09	MAC	EXSC
registrar defined	OUE 09	MAC	EX
registrar defined	10	ACM	PRAC
registrar defined	10	COM	PRCO
registrar defined	~~10~~ 09 - OUE	IS	PRIS

Update college affiliated to reflect current practise Date: 1/24/2014

Requestor Dr Cambra (VCUE)

college	dept	Major
OUE 09	MAC	Pre-Business
OUE 09	MAC	Pre-Social Work
OUE 09	MAC	Pre-Dental Hygiene
OUE 09	MAC	Pre-Medical Technology
OUE 09	MAC	Pre-Medicine
OUE 09	MAC	Pre-Law
OUE 09	MAC	Pre-Pharmacy

UH-MANOA
OFFICE OF ADMISSIONS
AND RECORDS

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RECEIVED

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

REQUESTOR CONTACT INFORMATION	
Date: February 25, 2014	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, STVMAJR

Institution: UH Manoa (MAN) | College: Offc of Undergraduate Education (04) | Department: Manoa Advising Center MAC

☑ New program code ☑ Change/replace existing program code: GEAS-BA General Arts & Sciences - BA (10, CAS)

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

Degree: BA | Certificate:

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

Existing Major: Code Description | Existing Concentration: Code Description

If requesting a new ■ Major code or ☐ Concentration code that does not exist in Banner:

New Code [4 char/space limit]: EXI ✓ Description [30 char/space limit]: Expl Integrative Studies ✓

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.)

* WAIT FOR ADMISSIONS OK *

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	☐	☑	Summer 2014
Recruitment	☐	☑	Summer 2014
Admissions	☐	☑	Summer 2014
General Student	☐	☑	Summer 2014
Academic History	☐	☑	Summer 2014

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]:

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):
See attached memo

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 / OVCAA
- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date 2/25/14
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] JODIE KUBA Print name	[signature]	3/10/2014 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
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
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: 3/13/2014
Program code [12]: EXI-BA	Program Description [30]: Expl Integrative Studies - BA
CIP code [6]: 240101	CIP description [30]: Liberal Arts

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

REQUESTOR CONTACT INFORMATION	
Date: February 25, 2014	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, STVMAJR

Institution: UH Manoa (MAN) | College: Offc of Undergraduate Education 09 | Department: Manoa Advising Center MAC

☑ New program code ☑ Change/replace existing program code: GEAS-BA General Arts & Sciences-BA

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

Degree: BA | Certificate:

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

Existing Major: Code Description | Existing Concentration: Code Description

If requesting a new ■ Major code or ☐ Concentration code that does not exist in Banner:

New Code [4 char/space limit]: EXBI ✓ Description [30 char/space limit]: Exploratory Bus & Industry ✓

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.)

* WAIT FOR ADMISSIONS OK

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	☐	☑	Summer 2014
Recruitment	☐	☑	Summer 2014
Admissions	☐	☑	Summer 2014
General Student	☐	☑	Summer 2014
Academic History	☐	☑	Summer 2014

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]:

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):
See attached memo

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 / OVCAA
- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date 2/25/14
Registrar (If different from Requestor) Print name Email/memo in lieu of Registrar's signature may be attached	Signature	Date
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) JODIE KUBA Print name Email/memo in lieu of Financial Aid Officer's signature may be attached	[signature] Signature	2/10/2014 Date
For Community Colleges, verification of consultation with OVPCC Academic Affairs: Print name Email/memo in lieu of signature may be attached	Signature	Date

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
1633 Bachman Place
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@llsts.hawaii.edu
Fax: 808-956-9870
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: 3/13/2014
Program code [12]: EXB1 - BA	Program Description [30]: Exploratory Bus & Industry - BA
CIP code [6]: 240101	CIP description [30]: Liberal Arts

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

REQUESTOR CONTACT INFORMATION	
Date: February 25, 2014	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, STVMAJR

Institution: UH Manoa (MAN) ☑ | College: Offc of Undergraduate Education 09 | Department: Manoa Advising Center MAC

☑ New program code ☑ Change/replace existing program code: GEAS-BA General Arts & Sciences - BA

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

Degree: BA | Certificate:

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

Existing Major: Code Description | Existing Concentration: Code Description

If requesting a new ■ Major code or ☐ Concentration code that does not exist in Banner:

New Code [4 char/space limit]: EXAR ✓ Description [30 char/space limit]: Expl Vis Creative Perform Arts

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.)

* WAIT FOR ADMISSIONS OK *

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	☐	☑	Summer 2014
Recruitment	☐	☑	Summer 2014
Admissions	☐	☑	Summer 2014
General Student	☐	☑	Summer 2014
Academic History	☐	☑	Summer 2014

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]:

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):
See attached memo

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 / OVCAA
- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date 2/25/14
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) JODIE KUBA Print name	[signature]	3/10/2014 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:

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Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mall@lists.hawaii.edu
Fax: 808-956-9870
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: 3/13/2014
Program code [12]: EXAR-BA	Program Description [30]: ExplVisCreativePerformArts-BA
CIP code [6]: 240101	CIP description [30]: Liberal Arts

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

REQUESTOR CONTACT INFORMATION	
Date: February 25, 2014	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, STVMAJR

Institution: UH Manoa (MAN) | College: Offc of Undergraduate Education 09 | Department: Manoa Advising Center MAC

☑ New program code ☑ Change/replace existing program code: GEAS-BA General Arts & Sciences - BA

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

Degree: BA | Certificate:

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

Existing Major: Code Description | Existing Concentration: Code Description

If requesting a new ■ Major code or ☐ Concentration code that does not exist in Banner:

New Code [4 char/space limit]: EXHS ✓ Description [30 char/space limit]: Expl Humanities, Social Sci

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.)

* WAIT FOR ADMISSIONS OK

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	☐	☑	Summer 2014
Recruitment	☐	☑	Summer 2014
Admissions	☐	☑	Summer 2014
General Student	☐	☑	Summer 2014
Academic History	☐	☑	Summer 2014

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]:

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):
See attached memo

SUPPORTING DOCUMENTATION

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- ☐ Board of Regents meeting minutes and supporting documents provided to the BOR
- ☐ Memo from UH President
- ☒ Memo from Chancellor 10/20/11
- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date 2/25/14
Registrar (If different from Requestor) Print name Email/memo in lieu of Registrar's signature may be attached	Signature	Date
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) JODIE KUBA Print name Email/memo in lieu of Financial Aid Officer's signature may be attached	[signature] Signature	3/10/2014 Date
For Community Colleges, verification of consultation with OVPCC Academic Affairs: Print name Email/memo in lieu of signature may be attached	Signature	Date

Send completed form and supporting documentation to:

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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: 3/13/2014
Program code [12]: EXHS-BA	Program Description [30]: Expl Humanities, Social Sci-BA
CIP code [6]: 240101	CIP description [30]: Liberal Arts

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

REQUESTOR CONTACT INFORMATION	
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Institution: UH Manoa (MAN) ☑ | College: Offc of Undergraduate Education 09 | Department: Manoa Advising Center MAC

☑ New program code ☑ Change/replace existing program code: GEAS-BA General Arts & Sciences - BA

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

Degree: BA | Certificate:

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

Existing Major: Code Description | Existing Concentration: Code Description

If requesting a new ■ Major code or ☐ Concentration code that does not exist in Banner:

New Code [4 char/space limit]: EXL ✓ Description [30 char/space limit]: Exploratory Language Studies

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.)

* WAIT FOR ADMISSIONS OK *

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	☐	☑	Summer 2014
Recruitment	☐	☑	Summer 2014
Admissions	☐	☑	Summer 2014
General Student	☐	☑	Summer 2014
Academic History	☐	☑	Summer 2014

2. CERTIFICATES ONLY:

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? ☐ Yes ☐ No
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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):
See attached memo

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/VCAA
- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date 2/25/14
Registrar (If different from Requestor) Print name Email/memo in lieu of Registrar's signature may be attached	Signature	Date
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) JODIE KUBA Print name Email/memo in lieu of Financial Aid Officer's signature may be attached	[signature] Signature	3/10/2014 Date
For Community Colleges, verification of consultation with OVPCC Academic Affairs: Print name Email/memo in lieu of signature may be attached	Signature	Date

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
1633 Bachman Place
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: Iro-mail@lists.hawaii.edu
Fax: 808-956-9870
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: 3/13/2014
Program code [12]: EXL-BA	Program Description [30]: Expl Language Studies - BA
CIP code [6]: 240101	CIP description [30]: Liberal Arts

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

REQUESTOR CONTACT INFORMATION	
Date: February 25, 2014	Effective term of request (Semester-Year): Fall 2014
Name: Stuart Lau	Title: Universlty Registrar
Campus: Manoa	Office/Department: Office of the Registrar
Phone: 956-5322	Email: stuartl@hawail.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE — Banner forms: SMAPRLE, SOACURR, STVMAJR

Institution: UH Manoa (MAN) ☑ | College: Offc of Undergraduate Education 09 | Department: Manoa Advising Center MAC

☑ New program code ☑ Change/replace existing program code: GEAS-BA General Arts & Sciences - BA

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

Degree: BA | Certificate:

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

Existing Major: Code Description | Existing Concentration: Code Description

If requesting a new ■ Major code or ☐ Concentration code that does not exist in Banner:

New Code [4 char/space limit]: EXSC ✓ Description [30 char/space limit]: Exploratory Science

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 thls program/major/certiflcate financlal 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.)

* WAIT FOR ADMISSIONS OK +

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	☐	☑	Summer 2014
Recruitment	☐	☑	Summer 2014
Admissions	☐	☑	Summer 2014
General Student	☐	☑	Summer 2014
Academic History	☐	☑	Summer 2014

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]:

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):
See attached memo

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 Chanceilor /OJCAA
- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

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

CAMPUS VERIFICATION		
Requestor Signature _____		Date 2/25/14
Registrar (If different from Requestor) Print name Email/memo in lieu of Registrar's signature may be attached	Signature	Date
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) Jodie Kubota Print name Email/memo in lieu of Financial Aid Officer's signature may be attached	Signature	3/10/2014 Date
For Community Colleges, verification of consultation with OVPCC Academic Affairs: Print name Email/memo in lieu of signature may be attached	Signature	Date

Send completed form and supporting documentation to:

institutional Research and Analysis Office (IRAO)
1633 Bachman Place
Sinclair Annex 2, Room 4
Honolulu, Hi 96822

Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
Phone: 808-956-7532

After <u>all</u> 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: 3/13/2014
Program code [12]: EXSC-BA	Program Description [30]: Exploratory Science-BA
CIP code [6]: 240101	CIP description [30]: Liberal Arts

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

REQUESTOR CONTACT INFORMATION	
Date: February 25, 2014	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, STVMAJR

Institution: UH Manoa (MAN) ☑ | College: Offc of Undergraduate Education 09 | Department: Manoa Advising Center MAC

☑ New program code ☑ Change/replace existing program code: GEAS-BA General Arts & Sciences-BA

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

Degree: BA | Certificate:

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

Existing Major: Code Description | Existing Concentration: Code Description

If requesting a new ■ Major code or ☐ Concentration code that does not exist in Banner:

New Code [4 char/space limit]: EX ✓ Description [30 char/space limit]: Exploratory

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.)

* WAIT FOR ADMISSIONS OK *

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	☐	☑	Summer 2014
Recruitment	☐	☑	Summer 2014
Admissions	☐	☑	Summer 2014
General Student	☐	☑	Summer 2014
Academic History	☐	☑	Summer 2014

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]:

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):
See attached memo

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 /o JLAA
- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date 2/25/14
Registrar (If different from Requestor) Print name Email/memo in lieu of Registrar's signature may be attached	Signature	Date
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) JODIE KUBA Print name Email/memo in lieu of Financial Aid Officer's signature may be attached	[signature] Signature	3/10/2014 Date
For Community Colleges, verification of consultation with OVPCC Academic Affairs: Print name Email/memo in lieu of signature may be attached	Signature	Date

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
1633 Bachman Place
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
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: 3/13/2014
Program code [12]: EX-BA	Program Description [30]: Exploratory-BA
CIP code [6]: 240101	CIP description [30]: Liberal Arts

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

REQUESTOR CONTACT INFORMATION	
Date: February 25, 2014	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: stuarti@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE — Banner forms: SMAPRLE, SOACURR, STVMAJR

Institution: UH Manoa (MAN) | College: 10, Colleges of Arts & Sciences | Department: ACM, Academy for Creative Media

☑ New program code ☐ Change/replace existing program code:

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

Degree: BA | Certificate:

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

Existing Major: Code Description | Existing Concentration: Code Description

If requesting a new ■ Major code or ☐ Concentration code that does not exist in Banner:

New Code [4 char/space limit]: PRAC ✓ Description [30 char/space limit]: Pre - Creative Media ✓

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.]

WAIT FOR ADMISSIONS OK

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	☐	☐	
Recruitment	☐	☐	
Admissions	☐	☐	
General Student	☐	☐	
Academic History	☐	☐	

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):

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):
See attached memo

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 /OVCAA
- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date 2/25/14
Registrar (If different from Requestor) Print name Email/memo in lieu of Registrar's signature may be attached	Signature	Date
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) JODIE KUBA Print name Email/memo in lieu of Financial Aid Officer's signature may be attached	[signature] Signature	3/10/2014 Date
For Community Colleges, verification of consultation with OVPCC Academic Affairs: Print name Email/memo in lieu of signature may be attached	Signature	Date

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
1633 Bachman Place
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
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: 3/13/2014
Program code [12]: PRAC-BA	Program Description [30]: Pre-Creative Media-BA
CIP code [6]: 240101	CIP description [30]: Liberal Arts

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

REQUESTOR CONTACT INFORMATION	
Date: February 25, 2014	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@hawali.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE — Banner forms: SMAPRLE, SOACURR, STVMAJR

Institution: UH Manoa (MAN) | College: 09, OUE | Department: 15, Interdisciplinary Studies

☑ New program code ☐ Change/replace existing program code:

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

Degree: BA | Certificate:

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

Existing Major: Code Description | Existing Concentration: Code Description

If requesting a new ■ Major code or ☐ Concentration code that does not exist in Banner:

New Code [4 char/space limit]: PRIS ✓ Description [30 char/space limit]: Pre-Interdisciplinary Studies

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.)

* WAIT FOR ADMISSIONS OK *

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	☐	☐	
Recruitment	☐	☐	
Admissions	☐	☐	
General Student	☐	☐	
Academic History	☐	☐	

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]:

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):
See attached memo

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 /OVCAA
- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date 2/25/14
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) JODIE KUBA Print name	[signature]	3/10/2014 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:

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1633 Bachman Place
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
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: 3/13/2014
Program code]12]: PRIS-BA	Program Description [30]: PreInterdisciplinaryStudies-BA
CIP code [6]: 240101	CIP description [30]: Liberal Arts

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

REQUESTOR CONTACT INFORMATION	
Date: February 25, 2014	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, STVMAJR
Institution: UH Manoa (MAN) ☒	College 10, Colleges of Arts & Sciences	Department: COM, Communication
☑ New program code ☐ Change/replace existing program code:		
Level: ■ Undergraduate ☐ Graduate ☐ First-Professional ☐ Post-Baccalaureate ☐ Other:		
Degree: BA	Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: Code Description	Existing Concentration: Code Description	
If requesting a new ■ Major code or ☐ Concentration code that does not exist in Banner:		
New Code [4 char/space limit]: PRCO ✓	Description [30 char/space limit]: Pre - Communication ✓	
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.)		

* Wait for admissions OK *

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	☐	☐	
Recruitment	☐	☐	
Admissions	☐	☐	
General Student	☐	☐	
Academic History	☐	☐	

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]:

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):
See attached memo

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 /OVCAL
- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date 2/25/14
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) Jodie Kuba Print name	[signature]	3/13/2014 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
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
Phone: 808-956-7532

After <u>all</u> 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: 3/13/2014
Program code [12]: PRCO-BA	Program Description [30]: Pre - Communication-BA
CIP code [6]: 240101	CIP description [30]: Liberal Arts

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

REQUESTOR CONTACT INFORMATION	
Date: April 3, 2014	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, STVMAJR

Institution: UH Manoa (MAN) ☒ | College: OUE 09 | Department: MAC

☐ New program code ☑ Change/replace existing program code: PBUS-BA

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

Degree: BA | Certificate:

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

Existing Major: PBUS (Code) (Description) Existing Concentration: (Code) (Description)

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 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	☐	☑	201440
Recruitment	☐	☑	201440
Admissions	☐	☑	201440
General Student	☐	☑	201440
Academic History	☐	☑	201440

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]:

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):
Move program code from College 10 (Arts and Sciences) to Office of Undergraduate Education.

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

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date April 3, 2014
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)		
Jodie Kuba	[signature]	4/23/14
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
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@llsts.hawaii.edu
Fax: 808-956-9870
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 HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: April 3, 2014	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, STVMAJR

Institution: UH Manoa (MAN) ☒	College: OUE 09	Department: MAC

☐ New program code ☑ Change/replace existing program code: PSW-BA

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

Degree: BA	Certificate:

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

Existing Major: PSW (Code) (Description) Existing Concentration: (Code) (Description)

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 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	☐	☑	201440
Recruitment	☐	☑	201440
Admissions	☐	☑	201440
General Student	☐	☑	201440
Academic History	☐	☑	201440

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]:

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):
Move program code from College 10 (Arts and Sciences) to Office of Undergraduate Education.

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

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date April 3, 2014
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)		
Jodie Kuba	[signature]	4/23/14
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		

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Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
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 HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: April 3, 2014	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, STVMAJR

Institution: UH Manoa (MAN) ☑ | College: OUE 09 | Department: MAC

☐ New program code ☑ Change/replace existing program code: PRDE-BA

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

Degree: BA | Certificate:

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

Existing Major: PRDE (Code) (Description) Existing Concentration: (Code) (Description)

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 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	☐	☑	201440
Recruitment	☐	☑	201440
Admissions	☐	☑	201440
General Student	☐	☑	201440
Academic History	☐	☑	201440

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]:

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):
Move program code from College 10 (Arts and Sciences) to Office of Undergraduate Education.

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

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date April 3, 2014
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)		
Jodie Kuba	[signature]	4/23/14
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:

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Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
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 HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: April 3, 2014	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, STVMAJR

Institution: UH Manoa (MAN) ☑ | College: OUE 09 | Department: MAC

☐ New program code ☑ Change/replace existing program code: PMT-BA

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

Degree: BA | Certificate:

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

Existing Major: PMT (Code) (Description) Existing Concentration: (Code) (Description)

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 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	☐	☑	201440
Recruitment	☐	☑	201440
Admissions	☐	☑	201440
General Student	☐	☑	201440
Academic History	☐	☑	201440

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]:

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):
Move program code from College 10 (Arts and Sciences) to Office of Undergraduate Education.

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

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

CAMPUS VERIFICATION		
Requestor Signature _____		Date April 3, 2014
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)		
Jodie Kuba Print name	_____ Signature	4/23/14 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		

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After <u>all</u> 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 HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: April 3, 2014	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, STVMAJR

Institution: UH Manoa (MAN) ☑ | College: OUE 09 | Department: MAC

☐ New program code ☑ Change/replace existing program code: PMED-BA

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

Degree: BA | Certificate:

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

Existing Major: PMED (Code) (Description) | Existing Concentration: (Code) (Description)

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 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	☐	☑	201440
Recruitment	☐	☑	201440
Admissions	☐	☑	201440
General Student	☐	☑	201440
Academic History	☐	☑	201440

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]:

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):
Move program code from College 10 (Arts and Sciences) to Office of Undergraduate Education.

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Please see the **Code Request Guide** for the required supporting documents to be submitted. Documents submitted with this form:

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- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
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UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION		
Requestor Signature _____		Date April 3, 2014
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)		
Jodie Kuba Print name	Signature	4/23/14 Date
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For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
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Send completed form and supporting documentation to:

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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 HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: April 3, 2014	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, STVMAJR
Institution: UH Manoa (MAN) ☑	College: OUE 09	Department: MAC
☐ New program code ☑ Change/replace existing program code: PRLW-BA		
Level: ■ Undergraduate ☐ Graduate ☐ First-Professional ☐ Post-Baccalaureate ☐ Other:		
Degree: BA	Certificate:	
If requesting an existing Major code and/or Concentration code in Banner: Existing Major: PRLW (Code) (Description) Existing Concentration: (Code) (Description)		
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 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	☐	☑	201440
Recruitment	☐	☑	201440
Admissions	☐	☑	201440
General Student	☐	☑	201440
Academic History	☐	☑	201440

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]:

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):
Move program code from College 10 (Arts and Sciences) to Office of Undergraduate Education.

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

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date April 3, 2014
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]		
Jodie Kuba	[signature]	4/23/14
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
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
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 HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: April 3, 2014	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, STVMAJR

Institution: UH Manoa (MAN) ☒ | College: OUE 09 | Department: MAC

☐ New program code ☑ Change/replace existing program code: PPHA-BA

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

Degree: BA | Certificate:

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

Existing Major: PPHA (Code) (Description) Existing Concentration: (Code) (Description)

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

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

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

CAMPUS VERIFICATION		
Requestor Signature [signature]		Date April 3, 2014
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]		
Jodie Kuboa	[signature]	4/23/14
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
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
Phone: 808-956-7532

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