

University of Hawai'i Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: Michael Pecsok
 Title: Vice Chancellor for Academic Affairs

Phone Number: 455-0269

Email Address: mpecsok@hawaii.edu

Campus/Office/Department/Address: Leeward Community College
Office of the Vice Chancellor
for Academic Affairs

Action Requested:

- NEW Program Code (new major/concentration, etc.)
- NEW Subject Code
- Change of existing code

Type (subject, program, etc):
Certificate of Competence

Old: Desktop Publishing

New: Graphic Design

OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code Effective Term (semester/year): _____
 Major: _____ Major Description: _____ Is this major financial aid eligible? YES NO
 Is the major code being used the same way at other UH campuses? YES NO Comment: _____
 Does the same or similar major code exist in Banner? YES NO If YES, please list code: _____

Concentration (if applicable): _____ Concentration Description: _____
 Is the concentration code being used the same way at other UH campuses? YES NO
 Does the same or similar concentration code exist in Banner? YES NO If YES, please list code: _____
 Attach concentration to program code? YES NO

Level: Undergraduate Graduate First-Professional Other: _____
 Degree/Certificate: _____
 College: _____ Department: _____

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO

If requesting a program name change, will the old code be available for:

Recruitment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code: _____
Admissions?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code: _____
General Student?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code: _____
Academic History?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code: _____

NEW Subject Alpha/Code Effective Term (semester/year): _____
 Code: _____ Description: _____
 College: _____ Department: _____
 Does the same or similar subject code exist in Banner? YES NO If YES, please list code: _____
 Is the subject code being used the same way at other UH campuses? YES NO

**University of Hawai'i
Code Request Form**

OTHER: Change of code based on name change of program from "Desktop Publishing" to "Graphic Design".

Please briefly describe your request and explain why you are requesting the codes: The name change reflects current industry practices and nomenclature. The new name will more accurately convey program content to students.

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:
http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

Michael Pecsok
Name of Requestor (print or type)


Signature

MAY 18 2011
Date

Send completed form with supporting documentation to:

Institutional Research Office (Attn: Lynn Inoshita or Christine Shaw) • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822
Fax: 808-956-9870 Phone: 808-956-7532

For Internal Use Only:

Appropriate Documentation Received:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Approval Status:		
Major code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Concentr. code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Program code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Subject code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

NOTES:

Entered into SMAPRLE/SOACURR: _____
Entered into STVMAJR: _____
Entered into STVSUBJ: _____

Code processing completion date: _____
Copies sent to: _____

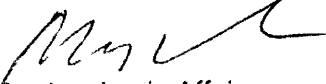



UNIVERSITY of HAWAII
LEEWARD
COMMUNITY COLLEGE

May 6, 2011

MEMORANDUM

TO: Linda Johnsrud
Office of the Executive Vice President for Academic Affairs/Provost

VIA: Michael Pecsok 
Vice Chancellor for Academic Affairs

FROM: Manuel J. Cabral 
Chancellor

SUBJECT: Curriculum Approval

I have approved the following program modifications on 4/26/11. These certificates are effective Fall 2011. The approvals can be found at:
<http://curriculumcentral.its.hawaii.edu:8080/central/core.cas.jsp>

Certificate of Competence (CCP) – Digital Video

The name of the program has been updated from Video Web Casting to Digital Video.

Certificate of Competence (CCP) – Graphic Design

The name of the program has been updated from Desktop Publishing to Graphic Design.

Certificate of Competence (CCP) – Web Design

The name of the program has been updated from Web Page Design to Web Design.

- c Division Chairs
- James Goodman
- Ron Umehira
- Nancy Buchanan
- Kathy Hill
- Candy Hochstein
- Michael Lane
- Pearl Imada-Iboshi

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