

## 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: Web Page Design

New: Web 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 "Web Page Design" to "Web 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.

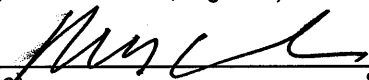
**III. SUPPORTING DOCUMENTATION**

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](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:			NOTES:
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	_____

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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