



UNIVERSITY OF HAWAII'  
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:

<b>Banner Module</b>	<b>Ending Term (Semester-Year)</b>
Online Application	<input type="checkbox"/> No
Recruitment	<input type="checkbox"/> No
Admissions	<input type="checkbox"/> No
General Student	<input type="checkbox"/> No
Academic History	<input type="checkbox"/> No

**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, STVROLL, STVDIVS, STVDEPT
Campus code [3 char]:	Campus description [30 char/space limit]:	
College code [2 char]:	College description [30 char/space limit]:	
Division code [4 char/space limit]:	Division description [30 char/space limit]:	
Department code [4 char/space limit]:	Department description [30 char/space limit]:	

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

<b>5. NEW MINOR</b> (Minor codes are listed on the Major code table)		Banner form: STV/MAJR
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):

I am requesting the code for this major because the University of Hawaii at Hilo in conjunction with what is now Hawaii Community College offered this program years prior to 1982-1983. Since our office is entering pre-banner (Microfilm) records into Banner, we are in need of this code to enter the degree that a student earned.

<b>SUPPORTING DOCUMENTATION</b>
<p>Please see the <b>Code Request Guide</b> for the required supporting documents to be submitted. Documents submitted with this form:</p> <p><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</p> <p><input type="checkbox"/> Memo from UH President</p> <p><input type="checkbox"/> Memo from Chancellor</p> <p><input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)</p> <p><input type="checkbox"/> Gainful Employment Program notification to the US Department of Education</p> <p><input type="checkbox"/> Other: _____</p>

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<b>CAMPUS VERIFICATION</b>	
Requestor Signature <i>Chris Key-Wing</i>	Date <i>1/19/12</i>
Registrar (if different from Requestor) <i>Cathy Zenz</i>	Date <i>1/19/12</i>
Print name <i>Cathy Zenz</i>	Signature <i>[Signature]</i>
Email/memo in lieu of Registrar's signature may be attached	
<b>Financial Aid Officer</b> (Financial Aid Officer consultation required for all new program codes)	
Print name	Signature
Print name	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached	
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>	
Print name	Signature
Print name	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      Email: [iro-mail@lists.hawaii.edu](mailto:iro-mail@lists.hawaii.edu)  
 Sinclair Annex 2, Room 4      Fax: 808-956-9870  
 Honolulu, HI 96822      Phone: 808-956-7532

**After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.**

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