

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: March 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
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Institution: UH Manoa (MAN) <input type="checkbox"/>	College: 50 <i>Graduate Division</i>	Department: PLAN <i>Urban & Regional Planning</i>
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: DPEM-GCERT (<i>Disaster Prep & Emgncy Mgmt</i>)		
Level: <input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree:	Certificate: GCER Graduate Certificate <input type="checkbox"/>	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major:	Existing Concentration:	
<small>Code</small>	<small>Description</small>	<small>Code</small>
If requesting a new <input checked="" type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]: DMHA ✓	Description [30 char/space limit]: Disaster Mgt&Humanitarian Asst	
If a similar major/concentration code exists in Banner, please list the code:		
Is this major/concentration code being used the same way at other UH campuses?		
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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Replacing or eliminating an existing program code:

If replacing an existing program code, are current students "grandfathered" under the old code? Yes No

Should the old program code be available for use in Banner? Yes No

Will the old program code be available for:	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Summer 2014
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Summer 2014
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Summer 2014
	General Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Summer 2014
	Academic History	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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, STV_COLL, STVDIVS, STVDEPT

Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

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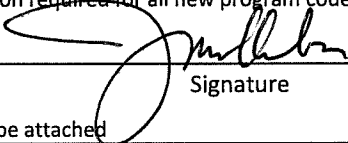
4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR <input type="checkbox"/> Memo from UH President <input checked="" type="checkbox"/> Memo from Chancellor / <i>OVCAA</i> <input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates) <input type="checkbox"/> Gainful Employment Program notification to the US Department of Education <input type="checkbox"/> Other: _____

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CAMPUS VERIFICATION		
Requestor Signature <u>SDR</u>	Date <u>March 3, 2014</u>	
Registrar (If different from Requestor)		
_____	_____	_____
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)		
<u>Jodie Kubak</u>		<u>3/13/2014</u>
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 Email: iro-mail@lists.hawaii.edu
 Sinclair Annex 2, Room 4 Fax: 808-956-9870
 Honolulu, HI 96822 Phone: 808-956-7532

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

FOR INTERNAL USE ONLY	Date form/docs received: <u>3/13/2014</u>
Program code [12]: <u>DMHA-GCERT</u>	Program Description [30]: <u>Disaster Mgt & Humanitar Ast-GCERT</u>
CIP code [6]:	CIP description [30]:



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MĀNOA

RECEIVED

14 JAN -6 P3:02

NEW BANNER CODE FOR THE DISASTER MANAGEMENT AND HUMANITARIAN ASSISTANCE GRADUATE CERTIFICATE PROGRAM

December 9, 2013

MEMORANDUM

TO: Tom Apple
Chancellor

VIA: *fr* Reed Dasenbrock
Vice Chancellor/ OVCAA

VIA: Patricia Cooper
Dean, Office of Graduate Education

VIA: Denise Konan
Dean

FROM: Dolores Foley
Chair, Department of Urban and Regional Planning

SUBJECT: New Banner Code for Existing Graduate Certificate Program

SPECIFIC ACTION REQUESTED:

We would like to change our official banner code name from Disaster Planning and Emergency Management (DPEM) to Disaster Management and Humanitarian Assistance (DMHA).

RECOMMENDED EFFECTIVE DATE:

Fall 2014

ADDITIONAL COST:

The cost associated with the name change will be incurred through the programming required to create a new banner code and transition from DPEM to DMHA.

2424 Maile Way
Honolulu, Hawaii 96822
(808) 956-2780

PURPOSE:

Currently, we are known as the DMHA program but when students apply, the banner code DPEM is shown. This discrepancy causes confusion for students and also shows a title in the student's transcripts that is not reflective of the full scope of our program, mainly the aspect of humanitarian assistance.

BACKGROUND:

Since we were established we have always held the name DMHA, however the banner code has been DPEM.

ACTION RECOMMENDED:

Banner name change from DPEM to DMHA.

Attachment

1. Memo from Chancellor Hinshaw establishing a graduate certificate program in Disaster Management and Humanitarian Assistance within the Department of Urban and Regional Planning, College of Social Sciences.

APPROVED / DISAPPROVED:

Tom Apple
Tom Apple
Chancellor

1/8/14
Date

Cc: Karl Kim

Current group:
OVCAA

Add Routing

Save Reset

Main

Misc

Status: approved

Date Received: 12/17/2013

Refer/Copy: Refer

From: Deena

Type: Banner Code Name Change

Comments:

Document ID: 01/06/2014-12476

Description: SS - Banner Code Name Change for DURP fro

Action Taken:

01/02/2014 - Krystyna signed on Reed's behalf. (dy)

01/06/2014 - Original to Chancellor for review and signature. (dy)

01/08/2014 - Chancellor approved; scanned to 'k'; original returned to Dolores Foley (DURP) w/copies to Julie Maeda (Grad), Denise Konan (SocSci), ovcaa file. (hk)

*Start her
Draw
Nabukion*

Document

Document Date: 12/09/2013

Response Due By:

Document Type: Memo

Unit From: SS

Sender: Dolores Foley

Recipient: TA via RD; PC; DK

Status: