

# University of Hawai'i Code Request Form

## I. REQUESTOR CONTACT INFORMATION

Name: Stuart Lau Date: 2/16/11 Action Requested:  
 Title: University Registrar  NEW Program Code (new major/concentration, etc.)  
 Phone Number: 956-5322  NEW Subject Code  
 Email Address: stuartl@hawaii.edu  Change of existing code  
 Type (subject, program, etc): \_\_\_\_\_  
 Old: \_\_\_\_\_  
 New: \_\_\_\_\_  
 Campus/Office/Department/Address: 2600 Campus Rd, 001  
Honolulu, HI 96822  OTHER: \_\_\_\_\_

## II. CODE REQUEST

Academic program code preferences for consideration:

**NEW Program Code** Effective Term (semester/year): Fall 2011 Is this major financial aid eligible?  YES  NO  
 Major: SLS I Major Description: Second Language Studies Comment: \_\_\_\_\_  
 Is the major code being used the same way at other UH campuses?  YES  NO If YES, please list code: \_\_\_\_\_  
 Does the same or similar major code exist in Banner?  YES  NO  
 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: BA  
 College: IO Department: SLS

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?  YES  NO List the end term of old code: \_\_\_\_\_  
 Admissions?  YES  NO List the end term of old code: \_\_\_\_\_  
 General Student?  YES  NO List the end term of old code: \_\_\_\_\_  
 Academic History?  YES  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: \_\_\_\_\_

Please briefly describe your request and explain why you are requesting the codes: \_\_\_\_\_

### 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 January 20, 2011 (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor / Vice Chancellor for Academic Affairs
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval
- Other: \_\_\_\_\_

### IV. CAMPUS VERIFICATION

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

Stuart Lau

Name of Requestor (print or type)



Signature

2/16/11

Date

Send completed form with supporting documentation to:

Institutional Research Office • 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:  YES  NO

Approval Status:  YES  NO

Major code:  YES  NO

Concentr. code:  YES  NO

Program code:  YES  NO

Subject code:  YES  NO

NOTES:

Entered into SMAPRLE/SOACURR: \_\_\_\_\_

Entered into STVMAJR: \_\_\_\_\_

Entered into STVSUBJ: \_\_\_\_\_

Other: \_\_\_\_\_

Code processing completion date: \_\_\_\_\_

Copies sent to: \_\_\_\_\_




UNIVERSITY  
of HAWAII®  
MĀNOA

February 8, 2011

**MEMORANDUM**

**TO:** Robert Bley-Vroman, Dean  
College of Languages, Linguistics and Literature

**FROM:** Reed Dasenbrock   
Vice Chancellor  
for Academic Affairs

**SUBJECT:** Approval of the Establishment of the Provisional Bachelor of Arts  
Degree in Second Language Studies, College of Languages, Linguistics  
and Literature

This is to inform you that on January 20, 2011, the request to establish the provisional Bachelor of Arts Degree in Second Language Studies was approved by the Board of Regents. The program will be effective Fall 2011.

At a later date and upon publication, the OVCAA will forward the Board minutes to the Director of Admissions with a copy to the University Registrar and the Director of Financial Aid Services.

In accordance with Executive Policy E5.201, III.E.1., all new programs approved by the Board are placed on provisional status during their first cycle of operation. Therefore, this program is scheduled for review of established status in Fall 2015.

If you have any questions, please contact me at ext. 68447.

**c:** Vice President Linda Johnsrud  
Interim Associate Vice Chancellor Krystyna Aune  
Director Alan Yang  
Catalog Coordinator Diane Nakashima  
Program Officer Wendy Pearson

**bcc:** Kenton Harsch, SLS Undergraduate Advisor  
✓Stuart Lau, University Registrar

2500 Campus Road, Hawai'i Hall 209  
Honolulu, Hawai'i 96822  
Telephone: (808) 956-8447  
Fax: (808) 956-7115

**University of Hawai'i at Mānoa**

5. Approval of Establishment of Provisional Bachelor of Arts Degree in Second Language Studies, College of Languages, Linguistics and Literature
6. Approval of Establishment of Provisional Doctor of Education in Professional Educational Practice, College of Education
7. Approval of Establishment of a Professional (Clinical) Fee through Outreach College for the Doctor of Education Program in the College of Education

**University of Hawai'i at Hilo**

8. Review and Acceptance of the University of Hawai'i at Hilo Athletics Department Report on Agreed-Upon Procedures for the year ended June 30, 2010 and related Internal Control and Business Issues Report

**Board of Regents' Committee**

9. Report of the Committee on Community Colleges

**VIII. Executive Session (closed to the public):**

**Personnel Actions Related to the Following Positions:** *(To discuss the following personnel matters pursuant to HRS §92-5(a)(2))*

- a. Update on Executive Searches
- b. President's 2010-2011 Academic Year Goals
- c. Extension of President's Appointment Agreement

**Legal and Real Estate Matters:** *(To consult with attorneys on powers, immunities, and liabilities pursuant to HRS §92-5(a)(4); To consider negotiations concerning acquisition of public property pursuant to HRS §92-5(a)(3))*

- d. University of Hawai'i Foundation Lease Agreement to UH-Maui College for Palaeua Cultural Preserve
- e. Status Report on Campus Developments *(Information only)*
- f. Status of Litigation

**Collective Bargaining:** *(To discuss authority of persons conducting labor negotiations and conducting negotiations pursuant to HRS §92-5(a)(3))*

- g. Collective Bargaining

**IX. Items for Board Action – Part B**

**University of Hawai'i System**

10. Approval of President's 2010-2011 Academic Year Goals
11. Approval of Extension of President's Appointment Agreement