

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: Mar 15, 2013	Effective term of request (Semester-Year): Fall 2013
Name: Bruce Matthews	Title: Interim Dean
Campus: Hilo	Office/Department: Coll of Ag, Frstry and Nat Res Mgt
Phone: 974-7393	Email: bmathews@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR			
Institution: UH Hilo (HIL)	College: CAFNRM	Department: CAFNRM			
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:					
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:					
Degree:	Certificate: SC				
If requesting an existing Major code and/or Concentration code in Banner:					
Existing Major:	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 15%;"><small>Code</small></td> <td style="text-align: center; width: 65%;">Agriculture</td> <td style="text-align: center; width: 15%;"><small>Description</small></td> </tr> </table>	<small>Code</small>	Agriculture	<small>Description</small>	Existing Concentration:
<small>Code</small>	Agriculture	<small>Description</small>			
		<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 15%;"><small>Code</small></td> <td style="text-align: center; width: 65%;"></td> <td style="text-align: center; width: 15%;"><small>Description</small></td> </tr> </table>	<small>Code</small>		<small>Description</small>
<small>Code</small>		<small>Description</small>			
If requesting a new <input type="checkbox"/> Major code or <input checked="" type="checkbox"/> Concentration code that does not exist in Banner:					
New Code [4 char/space limit]: AGB Description [30 char/space limit]: Beekeeping Certificate					
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 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 type="checkbox"/>	_____
	Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
	General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

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: BS in Agriculture

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE

Banner forms: STVCAMP, STVCOLL, 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):

The newly approved academic subject certificate (undergraduate) in HAWAIIAN CULTURE will begin accepting students in Fall 2012.

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 <input checked="" 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><i>Brian Miller</i></u>	Date <u>03/13/13</u>	
Registrar (If different from Requestor)		
Print name <u>Cathy A. Travis</u>	Signature <u><i>Cathy A. Travis</i></u>	Date <u>03/15/13</u>
Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)		
Print name <u>Jeff Scotfield</u>	Signature <u><i>[Signature]</i></u>	Date <u>03/15/2013</u>
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	
Program code [12]:	Date form/docs received:
CIP code [6]:	Program Description [30]:
	CIP description [30]:

Certificate in Beekeeping
College of Agriculture, Forestry, and Natural Resource Management

Total required credit hours: 18

Required Courses:

- (3) Horticulture (HORT) 262, Principles of Horticulture
- (3) Agriculture (AG) 205, Value Added Ag Products
- (3) Agriculture (AG) 230, Sustainable Agriculture
- (3) Entomology (ENTO) 262, Introduction to Beekeeping
- (6) Entomology (ENTO) 350, Advanced Beekeeping (repeated once)


UNIVERSITY OF HAWAI'I AT HILO


Office of the Vice Chancellor for Academic Affairs

22 March 2013

MEMORANDUM

TO: Linda Johnsrud, Vice President
Academic Policy and Planning, University of Hawai'i System

VIA: Donald Straney, Chancellor 
University of Hawai'i at Hilo

FROM: Matthew Platz, VCAA 
University of Hawai'i at Hilo

SUBJECT: Code Request: Subject Certificate in Beekeeping
Offered through the College of Agriculture, Forestry, and Natural
Resource Management

We request a new Banner code AGB for the subject certificate in Beekeeping offered through the UH Hilo College of Agriculture, Forestry, and Natural Resource Management (CAFNRM) under the Board-approved BS in Agriculture.

Subject Certificate in Agriculture: Tropical Farming Code: AGB

The certificate has successfully completed the curriculum review process at UH Hilo. The program is comprised of existing CAFNRM courses.

Thank you for your assistance in notifying the appropriate University offices so that this program will be reflected properly in the University's operational and reporting systems.

Cc Bruce Mathews, Interim Dean, CAFNRM
Cathy Travis, Registrar
Luoluo Hong, Vice Chancellor for Student Affairs
Pearl Imada Iboshi, Director, UH System Institutional Research Office
Joanne Itano, Director, Academic Planning and Policy