

UNIVERSITY OF HAWAII'
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

RECD 1/13/15
F/UP 1/13/15
RESP 1/14/15

REQUESTOR CONTACT INFORMATION	
Date: 12 January 2015	Effective term of request (Semester-Year): fall 2013
Name: Louise Pagotto	Title: Vice Chancellor for Academic Affairs
Campus: Kapi'olani Community College	Office/Department: Academic Affairs
Phone: 808-734-9519	Email: pagotto@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Kapiolani CC (KAP)	College: AR	Department: LLL
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: AS-EDPA-SPED		
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:	
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>
		<small>Description</small>
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]:	Description [30 char/space limit]:	
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 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 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 checked="" type="checkbox"/>	fall 2013 (Banner 201410)
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	fall 2013 (Banner 201410)
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	fall 2013 (Banner 201410)
	General Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	fall 2013 (Banner 201410)
	Academic History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2013 (Banner 201410)

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, 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):

Provisional program was stopped out in 2010. Termination of the program was approved by the UH Board of Regents. All former students with the major have graduated.

SUPPORTING DOCUMENTATION

Please see the **Code Request Guide** for the required supporting documents to be submitted. Documents submitted with this form:

- Board of Regents meeting minutes and supporting documents provided to the BOR
- Memo from UH President
- Memo from Chancellor
- Curriculum (required for requests for new programs/majors/minors/certificates)
- Gainful Employment Program notification to the US Department of Education
- Other: _____

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CAMPUS VERIFICATION		
Requestor Signature <u> <i>Wong</i> </u>	Date <u>12 January 2015</u>	
Registrar (If different from Requestor)		
<u>Jerlynn I. Lorenzo</u> Registrar Print name	<u><i>J. Lorenzo</i></u> Signature	<u>12 January 2015</u> 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>Jennifer Bradley</u> Print name	<u><i>J. Bradley</i></u> Signature	<u>12 January 2015</u> Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
<u>Suzette Robinson</u> Print name	<u><i>Suzette Robinson</i></u> Signature	<u>1/11/15</u> 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
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
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:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]: