



UNIVERSITY of HAWAII\*  
**KAUA'I**  
COMMUNITY COLLEGE

April 9, 2013

TO: Institutional Research & Analysis Office

FR: Leighton Oride *L Oride*  
Admissions Officer & Registrar

RE: UH Code Request Form: Academic Subject Certificate (ASC) –  
Marine Option Program

With reference to page 4, Vice Chancellor James Dire conveyed to me this afternoon that he consulted monthly, over a period of a year, with Academic Affairs Program Officer Suzette Robinson.

Should you have any questions, please feel free to contact me via email at [loride@hawaii.edu](mailto:loride@hawaii.edu).

Thanks.

UNIVERSITY OF HAWAII'  
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 4/1/13	Effective term of request (Semester-Year): Fall 2013
Name: Leighton Oride	Title: Admissions Officer & Registrar
Campus: Kauai Community College	Office/Department:
Phone: (808) 245-8226	Email: loride@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution: Kauai CC (KAU)	College: Instructional	Department:	
<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: ASC Academic Subject Certificate		
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major:    Code	Description	Existing Concentration:    Code	Description
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]: MOP	Description [30 char/space limit]: Marine Option Program		
If a similar major/concentration code exists in Banner, please list the code: CC-MOP			
Is this major/concentration code being used the same way at other UH campuses? Yes			
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 (Please consult your Financial Aid Officer on Program Participation Agreement impact)			
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    (Financial Aid Officer consultation required for all new program codes)			
Should this program be available for applicants to select as their planned course of study on the online application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, students may select the code as their <u>only</u> program of study.)			

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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:

<b>Banner Module</b>	<b>Yes</b>	<b>No</b>	<b>Ending Term (Semester-Year)</b>
Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2013
Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2013
Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2013
General Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2013
Academic History	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2013

**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: Liberal Arts: Marine Option Program

**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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<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 (Minor codes are listed on the Major code table)</b>		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 program type has been changed from Certificate of Completion (CC) to an Academic Subject Certificate (ASC) in order to match the systemwide MOP standard for community colleges.

<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> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</li> <li><input type="checkbox"/> Memo from UH President</li> <li><input type="checkbox"/> Memo from Chancellor</li> <li><input checked="" type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)</li> <li><input type="checkbox"/> Gainful Employment Program notification to the US Department of Education</li> <li><input type="checkbox"/> Other: _____</li> </ul>

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<b>CAMPUS VERIFICATION</b>	
<b>Requestor Signature</b> 	<b>Date</b> 4/2/13
<b>Registrar</b> (if different from Requestor) Leighton Orde	<b>Date</b> 4/3/13
<b>Print name</b> Leighton Orde	<b>Signature</b> 
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) Rebecca Thompson	<b>Date</b> 4/3/13
<b>Print name</b> Rebecca Thompson	<b>Signature</b> 
Email/memo in lieu of Financial Aid Officer's signature may be attached	
<b>For Community Colleges, verification of consultation with QVPCC Academic Affairs:</b> James Dire	<b>Date</b> 4/8/13
<b>Print name</b> James Dire	<b>Signature</b> 
Email/memo in lieu of signature may be attached	

Effective Fall	2013
Date Approved	2/13
Replaces	9/09

**APPENDIX B**  
**Kaua'i Community College**  
**University of Hawai'i**  
**Program Action Request**

1. Type of Program Action:       New                       Modification                       Deletion

PRESENT	CC MOP	PROPOSED	ASC MOP
<b>Required</b>		<b>Required</b>	
OCN 101	1	OCN 101	1
OCN 199V	3	OCN 199V	2
OCN 201	3	OCN 201	3
<b>Electives: 6 credits</b>	6	<b>Electives: 6 credits</b> Including at least one laboratory *indicates course fulfills the laboratory requirement	6
BIOL 123/123L (3/1)		BIOL 123/123L*	
		BOT 130/130L*	
		CHEM 151/151L*	
		CHEM 161/161L*	
GG 101 (4)		GG 101*	
HWST 281 (3)		HWST 281	
		MARE 264	
		MARE 364	
		MICR 130	
		MICR 140*	
		OCN 120	
		PHYS 151/151L*	
		PHYS 170/170L*	
		SCI 121/121L*	
SSCI 250 (3)		SSCI 250	
ZOOL 101/101L (3/1)		ZOOL 101/101L*	
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>12</b>

2. Program Type:

- |   |  |
|---|--|
| <input type="checkbox"/> Associate in Applied Science (AAS)                         | <input type="checkbox"/> Certificate of Achievement (CA)               |
| <input type="checkbox"/> Associate in Arts (AA)                                     | <input type="checkbox"/> Certificate of Completion (CC)                |
| <input type="checkbox"/> Associate in Arts–Concentration                            | <input type="checkbox"/> Certificate of Competence (CO)                |
| <input type="checkbox"/> Associate In Science (AS)                                  | <input checked="" type="checkbox"/> Academic Subject Certificate (ASC) |
| <input type="checkbox"/> Associate in Science Natural Sciences–Concentration (ASNS) |  |

3. Program Title: Liberal Arts: Marine Option Program (MOP)

4. Program Description (for catalog):

The Marine Option Program is a University of Hawai'i systemwide program with participation by students at all universities and community colleges in the UH System, except Kapi'olani CC. This is an experiential program offering students opportunities to learn about the marine and freshwater environments. Students work with marine scientists in many different areas of interest applying their academic knowledge to the real world while learning practical marine and laboratory skills. The MOP Academic Subject Certificate can then be used when applying for marine-related jobs or for further study at a four-year institution.

**Program Admission Requirements:**

The student must be enrolled at Kaua'i Community College in the Liberal Arts program.

**Graduation Requirements:**

The student must complete at least twelve total credits including six credits consisting of three required courses (OCN 101, OCN 201, and OCN 199V) and six credits of electives from the table on page 1, including one of the listed laboratory courses.

**5. Program Student Learning Outcomes:**

The systemwide PSLOs are:

- Increased understanding and appreciation of marine and freshwater systems by undergraduates in any major at all UH campuses.
- Enhanced employability and opportunities for advanced study as a result of knowledge, skills, and contacts acquired through experiential education and networking.

**6. Proposed Date of First Offering: Fall 2013**

**7. Is this program offered at another UH campus?  Yes  No**  
If Yes, specify campus. If No, why is this program offered at KCC:

In addition to UH Mānoa and UH Hilo, all CC campuses except for Kapi'olani CC offer the program.

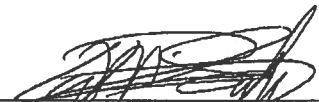
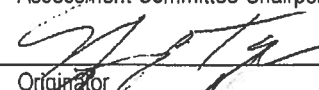


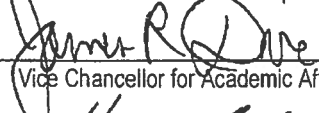

**8. Reason for this Program Action:**

Student elective choices should be expanded to meet student interests and career needs and to match the diversity of qualifying electives at other campuses. Students are limited to just three elective classes because BIOL 123/123L and ZOOL 101/101L are not currently offered at KCC due to lack of funds/available full-time faculty.

A laboratory class will be required to meet the stated program description goals and to better prepare students for aquatic and marine-related careers. Staff at the Hawai'i Institute for Marine Biology, for example, stated their number one priority for hiring students and recent graduates is laboratory experience.

MARE 264 and MARE 364 are both intensive summer field experience courses in Quantitative Underwater Ecological Survey Techniques (QUEST) offered through UH Hilo. The courses are open systemwide to qualifying students.

The program type has been changed from Certificate of Completion (CC) to an Academic Subject Certificate (ASC) in order to match the systemwide MOP standard for community colleges. Similarly, the number of credits required for OCN 199V has been changed from 3 to 2 in order to match the systemwide MOP standard for community colleges. See more information in website: <http://www.hawaii.edu/mop/site/program.html>.

PSLOs Approved by:		2/6/13
	Assessment Committee Chairperson	Date
Proposed by:		2/6/13
	Originator	Date
Requested by:		2/6/13
	Department/Division Chairperson	Date
Approved by:		2/8/13
	Curriculum Committee Chairperson	Date
		2/11/13
	Vice Chancellor for Academic Affairs	Date
		2/11/13
	Chancellor	Date