UNIVERSITY *of* HAWAI'I®

KAUA'I
COMMUNITY COLLEGE

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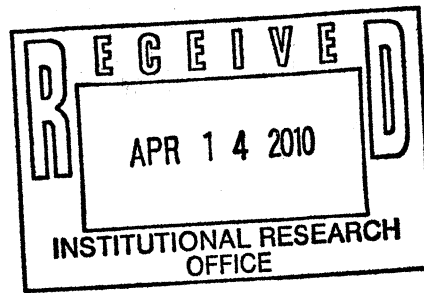
April 7, 2010

MEMORANDUM

TO: Sandra K. Furuto, Director of Administrative Operations and Interim
           Director of Institutional Research Office

FROM: Helen A. Cox, Ph.D, Chancellor

VIA: Ramona Kincaid, Interim Vice Chancellor for Academic Affairs

SUBJECT: Digital Design Certificate

The Digital Graphic Design Certificate that was approved in December 2009 through Kaua'i Community College's curriculum process will officially be housed within the Electronics Technology (ETRO) program. Please create the Banner coding in accordance with this alignment.

Thank you very much.

asl

c: Paul Hemmerla
     Mary Summers
     Brian Yamamoto
     Glenn Alquiza
     Francis Takahashi
     Richard Matsumura
     Shirong Du
     Jonathan Kalk
     Leighton Oride
     Arnette Lee

University of Hawai'i
Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: *Ramona Kincaid* Date: *4/9/10*

Title: *Interim VCAA*

Phone Number: *(808) 245-8229*

Email Address: *rkincaid@hawaii.edu*

Campus/Office/Department/Address: *Kauai Community College 3-1901 Kaumuali'i Hwy. Lihue, Hi 96766*

Action Requested:
- ☒ NEW Program Code (new major/concentration, etc.)
- ☐ NEW Subject Code
- ☐ Change of existing code
  Type (subject, program, etc):

Old: _____

New: _____

☒ OTHER: establish new certificate as concentration

II. CODE REQUEST

Academic program code preferences for consideration:

☒ **NEW Program Code** Effective Term (semester/year): _____

Major: ETRO Major Description: Electronics Technology Is this major financial aid eligible? ☒YES ☐NO

Is the major code being used the same way at other UH campuses? ☒YES ☐NO Comment: Attach DGD to ETRO as a concentration

Does the same or similar major code exist in Banner? ☐YES ☐NO If YES, please list code: _____

Concentration (if applicable): DGD Concentration Description: Digital Graphic Design

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: Certificate of Completion

College: In Instruction Department: Trades

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

☐ 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 _____ (date) meeting with supporting documentation provided to BOR
☒ Memo from campus Chancellor
☐ 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.

Ramona Kincaid   *(signature)*   4/9/10
Name of Requestor (print or type)   Signature   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: NOTES:
Major code: ☐YES   ☐NO   _____
Concentr. code: ☐YES   ☐NO   _____
Program code: ☐YES   ☐NO   _____
Subject code: ☐YES   ☐NO   _____

Entered into SMAPRLE/SOACURR: _____   Code processing completion date: _____
Entered into STVMAJR: _____   Copies sent to: _____
Entered into STVSUBJ: _____
Other: