

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

REQUESTOR CONTACT INFORMATION	
Date:	Effective term of request (Semester-Year):
Name:	Title:
Campus:	Office/Department:
Phone:	Email:

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution:	College:	Department:
<input type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:		
Level: <input 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 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:

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

Banner forms: STVCAMP, STV\_COLL, 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]:

UNIVERSITY OF HAWAI'I  
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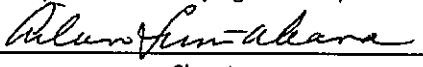
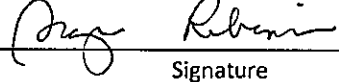
<b>4. NEW COURSE SUBJECT CODE (Subject Alpha)</b>		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

<b>5. NEW MINOR</b> (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):

<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 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>

UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

<b>CAMPUS VERIFICATION</b>		
Requestor Signature <u>Petersen Gross</u>	<small>Digitally signed by Petersen Gross DN: cn=Petersen Gross, o=University of Hawaii, ou=Campus, email=petersengross@hawaii.edu, c=US Date: 2013.07.23 14:44:46 -1000</small>	Date <u>07-23-2013</u>
Registrar (If different from Requestor) <u>Grant Helgeson</u> Print name	 Signature	<u>7/25/13</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>Aileen Lum Akana</u> Print name	 Signature	<u>07/25/13</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>Suzelle Robinson</u> Print name	 Signature	<u>AUG - 1 2013</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                      Email: [iro-mail@lists.hawaii.edu](mailto: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.


<b>FOR INTERNAL USE ONLY</b>	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

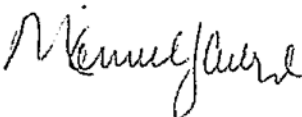


February 11, 2013

**MEMORANDUM**

TO: Linda Johnsrud  
Office of the Executive Vice President for Academic Affairs/Provost

VIA: Michael Pecsok   
Vice Chancellor for Academic Affairs

FROM: Manuel J. Cabral   
Chancellor

SUBJECT: Curriculum Approval

I have approved the following new certificates on 2/6/13. These certificates are effective Fall 2013. The approvals can be found at: <http://curriculumcentral.its.hawaii.edu:8080/central/core.cas.jsp>

Academic Subject Certificate (ASC) – Global Studies  
Certificate of Achievement (CA) – Digital Media Production  
Certificate of Competence (CCP) – Database Support  
Certificate of Competence (CCP) – Information Security  
Certificate of Competence (CCP) – Mobile Developer  
Certificate of Competence (CCP) – Network Support  
Certificate of Competence (CCP) – Software Developer

c Division Chairs  
James Goodman  
Ron Umehira  
Della Anderson  
Nancy Buchanan  
Alicia Brown  
Candy Hochstein  
Michael Lane  
Pearl Imada-Iboshi

96-045 Ala Ika  
Pearl City, Hawai'i 96782-3393  
Telephone: (808) 455-0215  
Fax: (808) 455-0641



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## FW: Banner Code Request for 5 Certificates of Competence (CO)

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Pearl Iboshi <iboshi@hawaii.edu>

Tue, Oct 29, 2013 at 9:50 AM

To: Princess Soares <pfrederi@hawaii.edu>

Go ahead and submit request to banner. PDF this email and put in file.

---

**From:** James Goodman [mailto:[goodmanj@hawaii.edu](mailto:goodmanj@hawaii.edu)]

**Sent:** Tuesday, October 29, 2013 9:21 AM

**To:** Pearl Iboshi

**Cc:** 'Princess Soares'

**Subject:** Re: Banner Code Request for 5 Certificates of Competence (CO)

You mean this type of info?

### Database Support

- ICS 151 Structured Database Programming (3)
- ICS 211 Introduction to Computer Science II (3)
- ICS 251 Advanced Database Programming (3)

### Information Security

- ICS 171 Introduction to Computer Security (3)
- ICS 281 Ethical Hacking (3)
- ICS 282 Computer Forensics (3)

### Mobile Developer

- ICS 136 Introduction to Mobile Device Application Developer (3)
- ICS 251 Advanced Database Programming (3)
- ICS 236 Mobile Device Management and Programming (3)

### Network Support

- ICS 171 Introduction to Computer Security (3)
- ICS 172 Network Design and Administration (3)
- ICS 283 Advanced Network Design and Administration (3)

### Software Developer

- ICS 211 Introduction to Computer Science II (3)
- ICS 212 Program Structure (3)
- ICS 241 Discrete Mathematics for Computer Science II (3)

On Oct 29, 2013, at 9:18 AM, "Pearl Iboshi" <[iboshi@hawaii.edu](mailto:iboshi@hawaii.edu)> wrote:

Ok. We will process. Could you send us the curriculum for each program for our files.

---

**From:** James Goodman [mailto:[goodmanj@hawaii.edu](mailto:goodmanj@hawaii.edu)]  
**Sent:** Tuesday, October 29, 2013 8:53 AM  
**To:** Pearl Iboshi  
**Cc:** 'Princess Soares'  
**Subject:** Re: Banner Code Request for 5 Certificates of Competence (CO)

Hi Pearl,

Our certificate of competence in Database Support is a closer match to this CIP code: 11.0802 Data Modeling/Warehousing and Database Administration. What else do you need?

## Detail for CIP Code 11.0802

 <image001.gif> [Print](#)

**Title:** Data Modeling/Warehousing and Database Administration.

**Definition:** A program that prepares individuals to design and manage the construction of databases and related software programs and applications, including the linking of individual data sets to create complex searchable databases (warehousing) and the use of analytical search tools (mining). Includes instruction in database theory, logic, and semantics; operational and warehouse modeling; dimensionality; attributes and hierarchies; data definition; technical architecture; access and security design; integration; formatting and extraction; data delivery; index design; implementation problems; planning and budgeting; and client and networking issues.

On Oct 28, 2013, at 4:07 PM, "Pearl Iboshi" <[iboshi@hawaii.edu](mailto:iboshi@hawaii.edu)> wrote:

I am so sorry that this has taken so long.

We are struggling to assign CIP codes to the programs. Could you pls. send us the list of courses and the descriptions for our files. Thank you.

In particular, the program for Database support. Is that Data Processing? Or Data modeling/warehousing?

Pearl

## Detail for CIP Code 11.0301

 [Print](#)

**Title:** Data Processing and Data Processing Technology/Technician.

**Definition:** A program that prepares individuals to master and use computer software programs and applications for inputting, verifying, organizing, storing, retrieving, transforming (changing, updating, and deleting), and extracting information. Includes instruction in using various operating system configurations and in types of data entry such as word processing, spreadsheets, calculators, management programs, design programs, database programs, and research programs.

## Detail for CIP Code 11.0802

 [Print](#)

**Title:** Data Modeling/Warehousing and Database Administration.

**Definition:** A program that prepares individuals to design and manage the construction of databases and related software programs and applications, including the linking of individual data sets to create complex searchable databases (warehousing) and the use of analytical search tools (mining). Includes instruction in database theory, logic, and semantics; operational and warehouse modeling; dimensionality; attributes and hierarchies; data definition; technical architecture; access and security design; integration; formatting and extraction; data delivery; index design; implementation problems; planning and budgeting; and client and networking issues.

Pearl

---

**From:** James Goodman [mailto:[goodmanj@hawaii.edu](mailto:goodmanj@hawaii.edu)]  
**Sent:** Friday, October 25, 2013 7:12 AM  
**To:** Pearl Iboshi



**Subject:** Re: Banner Code Request for 5 Certificates of Competence (CO)

**Importance:** High

Hi Pearl,

Just wondering if these codes are in the process of being created or in the queue?

Thanks,

Jim

On Oct 16, 2013, at 2:18 PM, James Goodman wrote:

Hi Pearl,

I received a question from our registrar asking about codes for the Banner Code requests for the following:

Certificate of Competence - Database Support

Certificate of Competence - Information Security

Certificate of Competence - Mobile Developer

Certificate of Competence - Network Support

Certificate of Competence - Software Developer

Did we get the codes assigned yet from our request in August (see below)?

Thanks,

Jim

**From:** James Goodman <goodmanj@hawaii.edu>

**Subject: Banner Code Request for 5 Certificates of Competence (CO)**

**Date:** August 8, 2013 11:46:51 AM HST

**To:** Pearl Iboshi <iboshi@hawaii.edu>

**Bcc:** Mike Pecsok <mpecsok@hawaii.edu>, James Goodman <goodmanj@hawaii.edu>

Hi Pearl,

Please find the attached Banner Code Requests for the following Certificates of Competence (CO). The courses and credits of each are listed below.

#### Database Support

- ICS 151 Structured Database Programming (3)
- ICS 211 Introduction to Computer Science II (3)
- ICS 251 Advanced Database Programming (3)

#### Information Security

- ICS 171 Introduction to Computer Security (3)
- ICS 281 Ethical Hacking (3)
- ICS 282 Computer Forensics (3)

#### Mobile Developer

- ICS 136 Introduction to Mobile Device Application Developer (3)
- ICS 251 Advanced Database Programming (3)
- ICS 236 Mobile Device Management and Programming (3)

#### Network Support

- ICS 171 Introduction to Computer Security (3)
- ICS 172 Network Design and Administration (3)
- ICS 283 Advanced Network Design and Administration (3)

#### Software Developer

- ICS 211 Introduction to Computer Science II (3)
- ICS 212 Program Structure (3)
- ICS 241 Discrete Mathematics for Computer Science II (3)

The last pdf is the Chancellor's memo that approved the above certificates (please note that CCP was used instead of CO to designate Certificate of Competence).

Any questions, feel free to contact me.

Thanks,

Jim

<1\_CO\_Database.pdf>

<2\_CO\_InfoSec.pdf>

<3\_CO\_MobileDev.pdf>

<4\_CO\_NetworkSupport.pdf>

<5\_CO\_SoftwareDeveloper.pdf>

<Memo\_CO\_ICs.pdf>



Princess Soares &lt;pfrederi@hawaii.edu&gt;

---

**FW: Banner Code Request for 5 Certificates of Competence (CO)**

---

**James Goodman** <goodmanj@hawaii.edu>

Tue, Nov 12, 2013 at 9:19 AM

To: Pearl Iboshi &lt;iboshi@hawaii.edu&gt;

Cc: Princess Soares &lt;pfrederi@hawaii.edu&gt;

I have no problem with that, however that sounds like more of a question for Banner--will Banner recognize that there is a difference between a 9 credit certificate and a 60 credit degree if it has the same code?

On Nov 12, 2013, at 8:22 AM, "Pearl Iboshi" <iboshi@hawaii.edu> wrote:

Yes, but Banner is asking if the same codes be used for the certificates as are used for the concentrations rather than create new codes that mean the same thing?

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**From:** James Goodman [mailto:[goodmanj@hawaii.edu](mailto:goodmanj@hawaii.edu)]**Sent:** Saturday, November 09, 2013 8:15 AM**To:** Pearl Iboshi**Cc:** 'Princess Soares'**Subject:** Re: Banner Code Request for 5 Certificates of Competence (CO)

Hi Pearl,

The difference between the Certificates of Competence (CO) that we are requesting and the concentration codes that are already attached to the Leeward AS degrees in ICS (DSSP, ISSP, MDSP, NSSP & SDSP), is that the COs are 9 credit certificates which students can earn, rather than a 60 credit AS degree with a concentration in one of those areas.

In the community colleges, it is standard practice to offer small certificates like these five, that are "stackable" by which earning a certificate helps the student to earn credits towards completing a larger degree program such as 60 credit AS in ICS.

Let me know if this works or if you need more information.

Thanks,

Jim

On Nov 8, 2013, at 2:28 PM, Pearl Iboshi wrote:

Banner is questioning what is the difference between the concentration codes being requested here with the ones already attached to the Leeward AS degrees in ICS (DSSP, ISSP, MDSP, Nssp & SDSP)? They want to know if it is really warranted to create 5 more codes?

---

**From:** James Goodman [<mailto:goodmanj@hawaii.edu>]

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**To:** Pearl Iboshi

**Cc:** 'Princess Soares'

**Subject:** Re: Banner Code Request for 5 Certificates of Competence (CO)

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<5\_CO\_SoftwareDeveloper.pdf>

<Memo\_CO\_ICS.pdf>

James Goodman  
Dean of Arts & Sciences  
<http://www.leeward.hawaii.edu/dean-arts-sciences>

UH--Leeward Community College  
96-045 Ala Ike  
Pearl City, Hawaii 96782-3393  
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Email: [goodmanj@hawaii.edu](mailto:goodmanj@hawaii.edu)