

**University of Hawai'i
Code Request Form**

I. REQUESTOR CONTACT INFORMATION

Name: James Goodman
 Title: Dean of Arts & Sciences
 Phone Number: 808-455-0664
 Email Address: goodmanj@hawaii.edu
 Campus/Office/Department/Address: _____

Action Requested:
 NEW Program Code (new major/concentration, etc.)
 NEW Subject Code
 Change of existing code
 Type (subject, program, etc): _____
 Old: _____
 New: _____
 OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code Effective Term (semester/year): Fall 2009
 Major: ICS Major Description: Information & Computer Sciences Is this major financial aid eligible? YES NO
 Is the major code being used the same way at other UH campuses? YES NO Comment: _____
 Does the same or similar major code exist in Banner? YES NO If YES, please list code: ICS

Concentration (if applicable): _____ Concentration Description: _____
 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 Competence - Web Programming
 College: Math & Sciences Department: ICS

If requesting a program name change, will current students be grandfathered in under the old program name? N/A 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 N/A 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

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OTHER: _____

Please briefly describe your request and explain why you are requesting the codes: We need to create the approved Certificate of Competence in Web Programming.

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

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

James Goodman
Name of Requestor (print or type)

James Goodman
Signature

2-5-10
Date

Send completed form with supporting documentation to:

Institutional Research Office (Attn: Lynn Inoshita or Christine Shaw) • 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:

Major code: YES NO

Concentr. code: YES NO

Program code: YES NO

Subject code: YES NO

NOTES:

Entered into SMAPRLE/SOACURR: _____

Entered into STVMAJR: _____

Entered into STVSUBJ: _____

Code processing completion date: _____


Copies sent to: _____

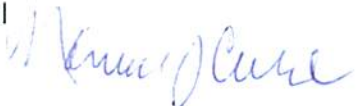


September 4, 2009

MEMORANDUM

TO: Linda Johnsrud
Vice President for Academic Planning & Policy

VIA: Michael Pecsok 
Vice Chancellor for Academic Affairs

FROM: Manuel J. Cabral 
Chancellor

SUBJECT: Curriculum Approval

I have approved the following certificates effective Fall 2009. The certificate approvals can be found at: <http://emedia.leeward.hawaii.edu/central/index.asp>.

New Certificates

Certificate of Competence – Web Programming
Certificate of Completion – Administrative Support
Certificate of Completion – Health Information Technology
Certificate of Completion – Management Essentials

Modified Certificates

Academic Subject Certificate – Business Technology
Academic Subject Certificate – Community Food Security
Associate in Science – Business Technology
Certificate of Achievement - Accounting
Certificate of Achievement – Business Technology
Certificate of Completion – Business Technology
Certificate of Completion – Health Care Management

c Division Chairs
James Goodman
Michael Tagawa
Nancy Buchanan
Kathy Hill
Candy Hochstein
Ann Berner
Sharyn Nakamoto

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