

UNIVERSITY OF HAWAII
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

*Change Dept.
 Dept. exists*

REQUESTOR CONTACT INFORMATION	
Date: February 10, 2015	Effective term of request (Semester-Year): Spring 2015 <i>2015 30</i>
Name: Stuart Lau	Title: Registrar
Campus: Manoa	Office/Department: Office of the Registrar
Phone: 956-5322	Email: stuartl@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE			
Institution: UH Manoa (MAN)	College: 50	Department: <i>ECON</i>	Banner forms: SMAPRLE, SOACURR, STVMAR
<input type="checkbox"/> New program code	<input checked="" type="checkbox"/> Change/replace existing program code: OCNP-GCERT		
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:	Code	Description	Existing Concentration: Code Description
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			
<i>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</i>			
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Financial Aid Officer consultation required for all new program codes)</i>			
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			
<i>(If yes, students may select the code as their only program of study.)</i>			

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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, 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]: ECON		Department description [30 char/space limit]: Economics

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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: STVMJR
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):
Change Dept. from OCN to ECON

SUPPORTING DOCUMENTATION	
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <p> <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR <input type="checkbox"/> Memo from UH President <input type="checkbox"/> Memo from Chancellor <input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates) <input type="checkbox"/> Gainful Employment Program notification to the US Department of Education <input checked="" type="checkbox"/> Other: <u>See attached</u> </p>	

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CAMPUS VERIFICATION

Requestor Signature _____ Date February 10, 2015

Registrar (If different from Requestor)

Print name _____ Signature _____ 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)

Print name _____ Signature _____ Date _____
 Email/memo in lieu of Financial Aid Officer's signature may be attached

For Community Colleges, verification of consultation with OVPCC Academic Affairs:

Print name _____ Signature _____ 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
 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.

FOR INTERNAL USE ONLY	
Program code [12]: <i>DCWP-GCERT</i>	Date form/docs received: <i>2/10/2015</i>
CIP code [6]:	Program Description [30]: <i>Ocean Policy - GCERT</i>
	CIP description [30]:



UNIVERSITY
of HAWAII
MĀNOA

COPY

Colleges of Arts and Sciences
College of Social Sciences
Office of the Dean

'14 NW -6 P12:11

November 3, 2014

MEMORANDUM

TO: Krystyna Aune
Dean, Office of Graduate Education

FROM: Denise Eby Konan
Dean

SUBJECT: Locus Transfer of Graduate Certificate in Ocean Policy

With the resignation of Professor Alison Rieser (Geography) as the Director of the Graduate Certificate in Ocean Policy (June 2014), we request approval of the transfer of the directorship to the Department of Economics. Following consultation with department Chairs, I have received their approval to move the locus of the Ocean Policy certificate within the College of Social Sciences. The Department of Economics has expertise in this field, and Professor John Lynham (Economics) has agreed to take over the Directorship of the certificate.

Approve / Do Not Approve:
Hong Jiang

Hong Jiang, Chair – Department of Geography

10/29/14
Date

Approve / Do Not Approve:
Sumner La Croix

Sumner La Croix, Chair – Department of Economics

10/30/14
Date

APPROVED *Krystyna Aune 11/18/14*

cc. John Lynham, Economics

OFFICE OF
OFFICE OF ADMISSIONS
AND RECORDS

14 NOV 20 P 3:35

RECEIVED