

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

I. REQUESTOR CONTACT INFORMATION	
Name: <u>Stuart Lau</u> Date: <u>1/5/11</u> Title: <u>University Registrar</u>  Phone Number: <u>956-8010</u>  Email Address: <u>stuartl@hawaii.edu</u>  Campus/Office/Department/Address: <u>2600 Campus Rd, 010 Honolulu, HI 96822</u>	Action Requested: <input checked="" type="checkbox"/> NEW Program Code (new major/concentration, etc.) <input type="checkbox"/> NEW Subject Code <input type="checkbox"/> Change of existing code Type (subject, program, etc): _____  Old: _____ New: _____ <input type="checkbox"/> OTHER: _____

II. CODE REQUEST	
Academic program code preferences for consideration:	
<input checked="" type="checkbox"/> <b>NEW Program Code</b> Effective Term (semester/year): <u>Fall 2011</u> Major: <u>PFSH</u> Major Description: <u>General (Pre-FSHN)</u> Is this major financial aid eligible? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Is the major code being used the same way at other UH campuses? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Comment: _____ Does the same or similar major code exist in Banner? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please list code: _____  Concentration (if applicable): _____ Concentration Description: _____ Is the concentration code being used the same way at other UH campuses? <input type="checkbox"/> YES <input type="checkbox"/> NO Does the same or similar concentration code exist in Banner? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please list code: _____ Attach concentration to program code? <input type="checkbox"/> YES <input type="checkbox"/> NO  Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Other: _____ Degree/Certificate: <u>BS</u> College: <u>30</u> Department: <u>HNFA</u>  If requesting a program name change, will current students be grandfathered in under the old program name? <input type="checkbox"/> YES <input type="checkbox"/> NO If requesting a program name change, will the old code be available for: Recruitment? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO List the end term of old code: _____ Admissions? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO List the end term of old code: _____ General Student? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO List the end term of old code: _____ Academic History? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO List the end term of old code: _____  <input type="checkbox"/> <b>NEW Subject Alpha/Code</b> Effective Term (semester/year): _____ Code: _____ Description: _____ College: _____ Department: _____ Does the same or similar subject code exist in Banner? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please list code: _____ Is the subject code being used the same way at other UH campuses? <input type="checkbox"/> YES <input type="checkbox"/> NO	

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**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](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 / OVCAA
- 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.

Stuart Lau		1/5/11
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:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Approval Status:			NOTES:
Major code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
Concentr. code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
Program code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
Subject code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____

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



UNIVERSITY of HAWAII MĀNOA



August 17, 2010

'10 AUG 17 P12:26

Memorandum

To: Dr. Reed Dasenbrock Vice Chancellor for Academic Affairs, UH-M

OFFICE OF THE DEAN UH MANOA

Via: Dr. Sylvia Yuen Interim Dean, CTahr

From: Dr. Douglas Vincent Department Chair, Human Nutrition, Food and Animal Sciences

From: Dr. Maria Stewart Academic Advising Coordinator, FSHN Program Human Nutrition, Food and Animal Sciences

Subject: Creation of a "Pre-FSHN major" designation

We are asking that a "Pre-FSHN major" be designated. The Food Science and Human Nutrition (FSHN) major prepares students for careers in dietetics, sports and wellness, food science, as well as post-baccalaureate education at professional schools (medical, pharmacy, physician assistant, etc). This major is heavily rooted in math and basic sciences such as pre-calculus, chemistry and physiology. Because these students need to be strong science students to be successful in the field, the Department has established admission requirements for majors. However, the admission requirements are only in place for transfer students, not incoming freshmen. If a student wishes to transfer into the FSHN major (from another major at UH-Manoa or from another institution), they must complete the following coursework: CHEM 161/161L, CHEM 162/162L (a year of inorganic chemistry with lab), PHYL 141/141L, PHYL 142/142L (a year of human anatomy and physiology with lab), and MATH 140 (pre-calculus) or higher, each with a C grade or better, and FSHN 185 (The Science of Human Nutrition) with a B grade or better. Students also must have an overall cumulative GPA of 2.8 or higher.

The concern we have with the transfer students is that often they do not receive adequate advising from MAC or other advisors to prepare them for admission into FSHN. If we could create a "Pre-FSHN" major we could provide more directed advising from FSHN faculty, bring the students into the program, and have them be engaged with faculty and other FSHN students. Sadly, we see students who become interested in careers in nutrition and want to major in FSHN but have been poorly advised and because of the rigorous entry requirements take longer than it should to become FSHN majors. We believe that a Pre-FSHN major would eliminate this occurrence. The pre-FSHN designation would require students to receive advising every semester from FSHN faculty, thus guiding them to make more expeditious progress toward completing the requirements for entry. The pre-FSHN majors would also be engaged with students


already in the FSHN program, and be eligible to participate in the FSHN student organization and other co-curricular activities.

With the pre-FSHN major, we could implement uniform admission criteria for all students: incoming freshmen, transfers within UH-Manoa, and transfers from other institutions. Currently, incoming freshmen can declare the FSHN major at the outset without meeting any admission requirements. This is inconsistent with the current standards for transfer students. We would assign all incoming freshmen to the pre-FSHN major until they complete the pre-requisite course work (described in paragraph 1). All students would be treated in the same manner, regardless of when they expressed interest in the FSHN major. The pre-FSHN major is necessary to retain the incoming freshmen, who expressed interest in FSHN, while still implementing uniform admission criteria.

The pre-FSHN major would strengthen the FSHN program by engaging students with faculty member earlier in their academic career, providing students with mandatory advising every semester, and creating a greater sense of 'ohana.

cc. Dr. Alan Yang, Associate Vice Chancellor for Students and Enrollment Management  
Mr. Stuart Lau, University Registrar  
Dr. Charly Kinoshita, Associate Dean, CTAHR

**APPROVED**/DISAPPROVED:

  
\_\_\_\_\_  
Reed Dasenbrock  
Vice Chancellor  
for Academic Affairs

9/12/11  
Date

Effective Fall 2011

This memo was originally routed to the Associate Vice Chancellor for Students and Enrollment Management, Dr. Alan Yang. Ryan Yamaguchi, the Assistant Director of Admissions, and Stuart Lau, the University Registrar responded with questions/comments and suggested that we route this memo through the Office of the Vice Chancellor of Academic Affairs. Below we have addressed the questions and comments raised by Mr. Yamaguchi and Mr. Lau.

**Question: One of our concerns would be what college they are looking to place these students in. Students in "Pre" designations are usually placed into MAC, but if they are looking at doing advising for this group, it may be a little different. Especially since they want to give advising themselves to this group of students.**

Response: Pre-FSHN students would be classified under CTAHR. The FSHN faculty (in the HNFAS department) would provide advising for pre-FSHN students.

**Comment: Along that note, we would need to know what major "Pre-FSHN" or "FSHN" to place on the student's record. Most times these applications go to CTAHR for review and decision.**

Response: Students would be automatically classified as pre-FSHN. Conversion to FSHN major would be designated by advisors or possibly review by the Department Chair or CTAHR Academic Affairs Office once the pre-requisite courses are completed successfully.

**Comment: We would need to know what to do if a student does not get accepted to program as a whole.**

Response: All pre-FSHN students will receive semesterly advising. If a student does not complete the required coursework in 4 academic semesters, the advisor will suggest that the student considers another major.

**Question: If FSHN will be enforcing the requirements for all students, then there may be a case for allowing a "pre" major for FSHN.**

Response: Yes, the goal is to have uniform admission requirements for all students: freshmen, transfers from other universities, and transfers from other majors. Students are typically admitted at the Junior level, although a student could complete the required course work in 1 academic year.

This is not a unique among other academic programs. The "pre-major" designation is currently in place for other programs that have rigorous admission requirements, such as the Department of Kinesiology and Rehabilitation Sciences in the College of Education. The pre-FSHN major would not only strengthen the FSHN program, but it would also incorporate students into the FSHN ohana earlier in their academic career, especially through advising. We hope we can institute the pre-FSHN major as soon as possible, so our students can reap the benefits during the upcoming academic year.