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January 24, 2011

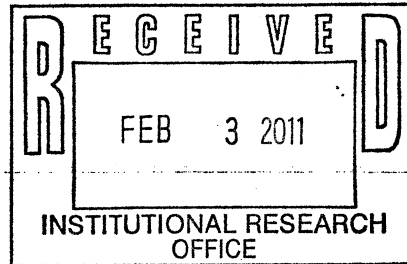
MANOA CHANCELLOR'S  
OFFICE

**MEMORANDUM**

To: **Stuart Lau**  
**Registrar**

From: **Alan Yang**   
**Associate Vice-Chancellor**  
**Enrollment Management**

Subject: **Change in PCERT Status**



Please initiate any needed changes, including Banner Codes, to have the College of Education Professional Certificate Program status changed from "Graduate" to "Undergraduate" status. Currently enrolled students should have their status changed and students entering the program effective Fall, 2011 should be coded "Undergraduate." Undergraduate tuition rates will apply.

This action is in accord with the U.S. Department of Education classification of the program as "Undergraduate." All parties involved agree it best serves student interests including appropriate awarding of TEACH grants.

- c: ✓ **Reed Dasenbrock, Vice Chancellor for Academic Affairs**  
**Francisco Hernandez, Vice Chancellor for Students**  
**Christine Sorenson, Dean, College of Education**  
**Pat Cooper, Dean Graduate Division**  
**Ken Tokuno, Associate Dean, Graduate Division**  
**Mel Spencer, Director, Student Academic Services, College of Education**  
**Jodie Kuba, Director, Financial Aid**  
**Ryan Yamaguchi, Assistant Director, Admissions**

## University of Hawai'i Code Request Form

I. REQUESTOR CONTACT INFORMATION	
Name: <u>Stuart Lau</u> Date: <u>1/25/11</u> Title: <u>University Registrar</u>  Phone Number: <u>956-8010</u>  Email Address: <u>stuart1@hawaii.edu</u>  Campus/Office/Department/Address: <u>2600 Campus Rd, 010 Honolulu, HI 96822</u>	Action Requested: <input type="checkbox"/> NEW Program Code (new major/concentration, etc.) <input type="checkbox"/> NEW Subject Code <input checked="" type="checkbox"/> Change of existing code Type (subject, program, etc): <u>Program</u> Old: <u>SPED-PCERT/50</u> New: <u>SPED-PCERT/UG</u> <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>SPED</u> Major Description: _____ 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 type="checkbox"/> NO Comment: _____ Does the same or similar major code exist in Banner? <input type="checkbox"/> YES <input 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>PCERT</u> College: <u>25</u> Department: <u>SPED</u>  If requesting a program name change, will current students be grandfathered in under the old program name? <input type="checkbox"/> YES <input checked="" 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	

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

**OTHER:**

Please briefly describe your request and explain why you are requesting the codes:

New code required to classify students as undergraduates to match federal definition.

**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
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval
- Other: See Attached

**IV. CAMPUS VERIFICATION**

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

<u>Stuart Lau</u>		1/25/11
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:  YES  NO

Approval Status:

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

NOTES:

Entered into SMAPRLE/SOACURR: \_\_\_\_\_  
Entered into STVMAJR: \_\_\_\_\_  
Entered into STVSUBJ: \_\_\_\_\_  
Other: \_\_\_\_\_

Code processing completion date: \_\_\_\_\_  
Copies sent to: \_\_\_\_\_