

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

REQUESTOR CONTACT INFORMATION	
Date: July 9, 2012	Effective term of request (Semester-Year): Fall 2012
Name: Stuart Lau	Title: University Registrar
Campus: Manoa	Office/Department: Office of the Registrar
Phone: 956-5322	Email: stuartl@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution: UH Manoa (MAN) <input checked="" type="checkbox"/>	College: 10	Department: ZOOL	
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: ZOOL-BS			
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:			
Degree: BS (Bachelor of Science)		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 checked="" type="checkbox"/>	Fall 2012
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2012
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2012
	General Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Academic History	<input checked="" 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]:

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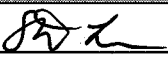
4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAIR
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):

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR <input checked="" 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 type="checkbox"/> Other: _____

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CAMPUS VERIFICATION		
Requestor Signature <u></u>	Date <u>July 9, 2012</u>	
Registrar (If different from Requestor) _____ <div style="display: flex; justify-content: space-between;"> Print name Signature Date </div> Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) _____ <div style="display: flex; justify-content: space-between;"> Print name Signature Date </div> Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs: _____ <div style="display: flex; justify-content: space-between;"> Print name Signature Date </div> 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	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

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<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: ZOOL-BA		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree: BA (Bachelor of Arts)	Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major:	Existing Concentration:	
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UNIVERSITY
of HAWAII°
MĀNOA

RECEIVED

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

13450

'12 APR 27 P4:27

April 18, 2012

MEMORANDUMUNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

TO: M.R.C. Greenwood
President

VIA: Virginia S. Hinshaw *V. Hinshaw*
Chancellor

VIA: Reed Dasenbrock *Reed Dasenbrock*
Vice Chancellor for Academic Affairs

FROM: William L. Ditto *WLD*
Dean, College of Natural Sciences

SUBJECT: Stop-out of Admissions for BA and BS in Zoology

SPECIFIC ACTION REQUESTED:

It is requested that admissions to the BA and BS in Zoology be stopped out for a period beginning with the approval of this request and continuing until July 1, 2018.

RECOMMENDED EFFECTIVE DATE:

It is requested that the stop-out be effective upon approval of this request and continue until July 1, 2018.

ADDITIONAL COST:

No additional cost.

PURPOSE:

The purpose of this action is to prepare for the termination of the BA and BS degrees in Zoology by stopping admissions to the degree programs but allowing existing students to complete their degrees. This is pursuant to the previously approved merger of the Zoology Department with the Biology Department to create a new Department of Biology.

2545 McCarthy Mall, Bilger Hall 102
Honolulu, Hawai'i 96822
Telephone: (808) 956-6451
Fax: (808) 956-9111

<http://www.hawaii.edu/natsci/>

An Equal Opportunity/Affirmative Action Institution

BACKGROUND INFORMATION:

Under Board of Regents policy Chapter 5: ACADEMIC AFFAIRS, Section 5-1: Instructional Programs, Paragraph f, an admission stop-out to a program for more than two years is delegated to the President.

All of the biological sciences are changing and becoming much more integrated. Well-established principles taught in zoology courses are equally valid for courses in the other biological sciences. We now speak of biogeography, for example, rather than zoogeography. When we teach genetics we use biological examples from bacteria to humans. In short, the separation of zoology from biology is becoming less important from a disciplinary perspective, and the courses that are required of students in the Biology and Zoology degree programs are quite similar. In recognition of these changes in the field, a proposal to combine the Department of Zoology with the Department of Biology was developed and submitted to the Mānoa Chancellor.

The reorganization merging the Zoology Department with the Biology Department to create a new Department of Biology was approved on May 29, 2011. The merger proposal included the plan to eliminate undergraduate degrees in Zoology (but retain the MS and PhD in Zoology). This request is the necessary first step to carry out the plan in an orderly manner. The stop-out period has been selected to ensure that present students in the Zoology BA and BS degree programs will be able to complete their degrees (or otherwise leave the program) before the elimination of the degrees. At present there are 100 students in the Zoology BA and BS programs (37 freshmen, 11 sophomores, 23 juniors and 29 seniors).


In surveys conducted during the consideration of the merger it was found that some undergraduates would still like a Zoology degree; this will be addressed by offering biological science degrees with specializations in zoological fields. All Zoology course alphas will be converted to Biology alphas and conflicts will be resolved through the Biology Curriculum Committee. Course equivalencies and common course numbering will be addressed by the same committee.

ACTION RECOMMENDED:

It is recommended that admissions to the BA and BS in Zoology be stopped-out for a period beginning with the approval of this request and continuing until July 1, 2018.


Attachment

APPROVED / DISAPPROVED:



M.R.C. Greenwood

6-25-12
Date

 President



UNIVERSITY
of HAWAII
MĀNOA

RECEIVED

'11 MAY 16 P1:13

MEMORANDUM

MANOA CHANCELLOR'S
OFFICE

May 11, 2011

TO: Virginia S. Hinshaw
Chancellor

VIA: Reed W. Dasenbrock 
Vice Chancellor for Academic Affairs

FROM: Alan H. Teramura 
Interim Dean

SUBJECT: Reorganization Proposal for the Merger of the Department of Biology,
Department of Zoology, and the Marine Option Program in the College of Natural
Sciences

SPECIFIC ACTION REQUESTED:

We request your approval of the reorganization proposal to merge the Department of Biology,
Department of Zoology, and the Marine Option Program to form a new and stronger
Department of Biology in the College of Natural Sciences.

RECOMMENDED EFFECTIVE DATE:

Upon your approval.

ADDITIONAL COST:

No additional costs are associated with this reorganization.

PURPOSE:

The purpose of this reorganization is to create an integrated Department of Biology that
reflects the modern view of biology in both research and education.

BACKGROUND:

Pursuant to Administrative Procedure A3.101 *University of Hawai'i Organizational and
Functional Changes* dated March 2008, reorganizations that:

- a) do not have an impact on BOR policy and/or laws;
- b) do not create, eliminate, or significantly change responsibilities of programs reporting
directly to the Board or President;
- c) do not incur significant additional expenses; or

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Honolulu, Hawai'i 96822
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- d) do not have significant programmatic impact on the University may be approved under delegated authority by the Chancellor for reorganizations that are two (2) supervisory levels below (APM A3.101, Section 3b).

This reorganization proposal has been reviewed and discussed with appropriate units and staff members. The details of the reorganization are outlined in the attached Executive Summary and narrative.


ACTION RECOMMENDED:

It is recommended that the attached reorganization proposal for the merger of the Department of Biology, Department of Zoology, and the Marine Option Program into a new and stronger Department of Biology in the College of Natural Sciences be approved.

Should you have any questions, please contact Alan H. Teramura at 956-6451 or at teramura@hawaii.edu

Attachments

APPROVED / DISAPPROVED: *See approved organization chart & function statement.*



Virginia S. Hinshaw
Chancellor

5-24-11
Date