

UNIVERSITY OF HAWAII
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: Sept 3 2014	Effective term of request (Semester-Year): Fall 2014
Name: James Cromwell	Title: Director of Enrollment Management
Campus: UH West Oahu	Office/Department: Enrollment Services
Phone: 689-2909	Email: cromwell@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: UH West Oahu (WOA) <input type="checkbox"/> College: PS	<input type="checkbox"/> Change/replace existing program code:	Department: PROS
<input checked="" type="checkbox"/> New program code	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:	
Degree: BAS	Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: Code	Existing Concentration: Code	Description
If requesting a new <input type="checkbox"/> Major code or <input checked="" type="checkbox"/> Concentration code that does not exist in Banner:		
New Code (4 char/space limit): CMP	Description (30 char/space limit): Creative Media Production	
If a similar major/concentration code exists in Banner, please list the code: CM, CMA		
Is this major/concentration code being used the same way at other UH campuses? No, this is an academic pathway for community college student		
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their only 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 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]:	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: STVMAJR
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):

The Creative Media Production (CMP) is a concentration within the Bachelor of Applied Science program for students transferring from different community college programs in the UH system. The program has different requirements than the existing Creative Media (CM) concentration within the Humanities major and therefore requires a new code.

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 type="checkbox"/> Memo from UH President <input type="checkbox"/> Memo from Chancellor <input checked="" 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 	Date <u>9/5/2014</u>
Registrar (If different from Requestor) <u>ROBYN OSHIRO</u>	 Signature
Print name <u>ROBYN OSHIRO</u>	Date <u>09/05/2014</u>
Email/memo in lieu of Registrar's signature may be attached	
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) <u>LESTER ISHIMOTO</u>	 Signature
Print name <u>LESTER ISHIMOTO</u>	Date <u>9/5/14</u>
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 _____	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
 Sinclair Annex 2, Room 4
 Honolulu, HI 96822
 Email: iro-mail@lists.hawaii.edu
 Fax: 808-956-9870
 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]:	Date form/docs received:
CIP code [6]:	Program Description [30]:
	CIP description [30]: