

University of Hawai'i Code Request Form

I. REQUESTOR CONTACT INFORMATION													
Name: <u>Jason P. Turner</u> Date: <u>3-28-11</u> Title: <u>Assoc. Professor, Marine Science; Coordinator</u> Phone Number: <u>808-933-3114</u> Email Address: <u>jpturner@hawaii.edu</u> Campus/Office/Department/Address: <u>MSB 110, UH Hilo, 200 W. Kawili, Hilo, HI 96720</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"/> NEW Program Code Effective Term (semester/year): <u>Fall 2009</u> Major: _____ Major Description: _____ Is this major financial aid eligible? <input type="checkbox"/> YES <input checked="" 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>Marine Options Program (MOP)</u> College: <u>College of Arts and Sciences-UH Hilo</u> Department: <u>Marine Science</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:													
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Recruitment?</td> <td style="width: 15%;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td style="width: 55%;">List the end term of old code: _____</td> </tr> <tr> <td>Admissions?</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td>List the end term of old code: _____</td> </tr> <tr> <td>General Student?</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td>List the end term of old code: _____</td> </tr> <tr> <td>Academic History?</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td>List the end term of old code: _____</td> </tr> </table>		Recruitment?	<input type="checkbox"/> YES <input type="checkbox"/> NO	List the end term of old code: _____	Admissions?	<input type="checkbox"/> YES <input type="checkbox"/> NO	List the end term of old code: _____	General Student?	<input type="checkbox"/> YES <input type="checkbox"/> NO	List the end term of old code: _____	Academic History?	<input type="checkbox"/> YES <input type="checkbox"/> NO	List the end term of old code: _____
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<input type="checkbox"/> NEW Subject Alpha/Code 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:

The Marine Options Program is a system program that, since 2007, has been turned over to individual campuses, including UH Hilo.

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

- 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: _____

IV. CAMPUS VERIFICATION

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

April K. Scazzola

Name of Requestor (print or type)



Signature

3/28/11

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:

NOTES:

Major code: YES NO

Concentr. code: YES NO

Program code: YES NO

Subject code: YES NO

Entered into SMAPRLE/SOACURR: _____

Entered into STVMAJR: _____

Entered into STVSUBJ: _____

Other: _____

Code processing completion date: _____

Copies sent to: _____





UNIVERSITY
OF HAWAII
HILO

April 5, 2011

MEMORANDUM

TO: Linda K. Johnsrud
Vice-President for Academic Planning and Policy

VIA: Donald Straney 
Chancellor, University of Hawai'i at Hilo

FROM: Kenith Simmons 
Interim Vice Chancellor for Academic Affairs

SUBJECT: Marine Option Certificate

I have approved the Marine Option Certificate as a UH Hilo based program; this certificate program was formerly administered by the UH System, and in 2009 was transferred to individual campuses. The effective date for this request should be Fall 2010.

We request the following Banner code for this program:

Marine Options Program Certificate MOP

The certificate program provides special seminars and interdisciplinary courses designed to acquaint the undergraduate student with the many facets of marine affairs. It also provides undergraduates with an interest in the ocean with a unique opportunity to engage in marine science related coursework and field experiences.

Thank you for your assistance in notifying the appropriate University offices so this program will be reflected properly in the University's operational and reporting systems.

Cc: Randy Hirokawa, Dean, College of Arts and Science
Cathy Zenz, Registrar
Kainoa Ariola, Director, Advising Center
Luoluo Hong, Vice Chancellor for Student Affairs
Pearl Imada Iboshi, Director, UH System Institutional Research Office
Joanne Itano, Director, Academic Planning and Policy
Marta de Maintenon, Chair, Marine Science
Jason Turner, Director, Kalakaua Marine Education Center

VICE CHANCELLOR FOR ACADEMIC AFFAIRS

200 W. Kāwili St. Hilo, HI 96720-4091 • Phone: (808) 974-7707 • Fax: (808) 974-7622 • www.uhh.hawaii.edu/uhh/vcaa/

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