# University of Hawai‘i
## Code Request Form

### I. REQUESTOR CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Action Requested:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>NEW Program Code (new major/concentration, etc.)</td>
</tr>
<tr>
<td></td>
<td>NEW Subject Code</td>
</tr>
<tr>
<td></td>
<td>Change of existing code</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Title:</th>
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<table>
<thead>
<tr>
<th>Phone Number:</th>
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<table>
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<tr>
<th>Email Address:</th>
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<tr>
<th>Campus/Office/Department/Address:</th>
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</table>

### II. CODE REQUEST

Academic program code preferences for consideration:

- **NEW Program Code**
  - Effective Term (semester/year):
  - Major: [ ]
  - Major Description: [ ]
  - Is this major financial aid eligible? [ ] YES [ ] NO
  - Is the major code being used the same way at other UH campuses? [ ] YES [ ] NO
  - Does the same or similar major code exist in Banner? [ ] YES [ ] NO
  - Is the concentration code being used the same way at other UH campuses? [ ] YES [ ] NO
  - Does the same or similar concentration code exist in Banner? [ ] YES [ ] NO
  - Attach concentration to program code? [ ] YES [ ] NO
  - Concentration (if applicable): [ ]
  - Concentration Description: [ ]
  - Level: [ ] Undergraduate [ ] Graduate [ ] First-Professional [ ] Other: [ ]
  - Degree/Certificate: [ ]
  - College: [ ]
  - Department: [ ]

If requesting a program name change, will current students be grandfathered in under the old program name? [ ] YES [ ] NO

If requesting a program name change, will the old code be available for:
- Recruitment? [ ] YES [ ] NO
  - List the end term of old code: [ ]
- Admissions? [ ] YES [ ] NO
  - List the end term of old code: [ ]
- General Student? [ ] YES [ ] NO
  - List the end term of old code: [ ]
- Academic History? [ ] YES [ ] NO
  - List the end term of old code: [ ]

- **NEW Subject Alpha/Code**
  - Effective Term (semester/year):
  - Code: [ ]
  - Description: [ ]
  - College: [ ]
  - Department: [ ]
  - Does the same or similar subject code exist in Banner? [ ] YES [ ] NO
  - Is the subject code being used the same way at other UH campuses? [ ] YES [ ] NO
  - If YES, please list code: [ ]
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III. SUPPORTING DOCUMENTATION


- 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

IV. CAMPUS VERIFICATION

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

Name of Requestor (print or type) Signature Date

Send completed form with supporting documentation to:
Institutional Research Office (Attn: Lynn Inoshita or Christine Shaw) ● 1633 Bachman Place ● Sinclair Annex 2, Room 4 ● Honolulu, HI 96822
Fax: 808-956-9870 Phone: 808-956-7532

For Internal Use Only:

<table>
<thead>
<tr>
<th>Appropriate Documentation Received</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Major code</td>
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<tr>
<td>Concentr. code</td>
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<tr>
<td>Program code</td>
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<tr>
<td>Subject code</td>
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</table>

NOTES:

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