

UNIVERSITY OF HAWAII
CODE REQUEST GUIDE

REFERENCES

Board of Regents Policy
Executive Policy
Guide to Academic Actions and Approvals

<http://www.hawaii.edu/offices/bor/policy/borpch5.pdf>
<http://www.hawaii.edu/apis/ep/e5/acaf.php>
http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

	Action/Policy	Code Request [corresponding form section]	Supporting Documentation	Additional Consultation*
1	New program proposal requiring BOR approval [BOR 5-1 a (1)] Including new: <ul style="list-style-type: none"> • Associate degree • Bachelor degree • Graduate degree • Any certificate if it is the sole credential of an academic program or requires substantial resources (e.g. Advanced Professional Certificates) 	<ul style="list-style-type: none"> • New program code [1] • New major code (if applicable) [1] • New certificates [2] • New campus/college/division/dept code (if applicable) [3] • New subject code (if applicable) [4] 	<ol style="list-style-type: none"> 1. BOR meeting minutes 2. Supporting documentation provided to BOR (including curriculum) 3. Gainful Employment Certificates – notification to US Dept of Education 	<ul style="list-style-type: none"> • Registrar • Financial aid officer • CIP Code Committee (if questions regarding program classification arise)
2	Change in degree [BOR 5-1 a (1)] Example: <ul style="list-style-type: none"> • AAS to AS • ATS to AAS 	<ul style="list-style-type: none"> • New program code [1] 	<ol style="list-style-type: none"> 1. BOR meeting minutes 2. Supporting documentation provided to BOR 	Registrar
3	Change in program title with no substantive change in curriculum [BOR 5-1 g (1)] Example: <ul style="list-style-type: none"> • Speech Pathology & Audiology renamed to Communication Sciences & Disorders 	<ul style="list-style-type: none"> • New program code [1] • New major code (if applicable) [1] • New campus/college/division/dept code (if applicable) [3] • New subject code (if applicable) [4] 	Memo with President's approval	Registrar
4	Academic minor on BOR authorized programs [E5.205]	<ul style="list-style-type: none"> • New minor code (update to major code) [5] 	<ol style="list-style-type: none"> 1. Memo with Chancellor's approval 2. Curriculum 	<ul style="list-style-type: none"> • Registrar • Financial aid officer
5	New certificates under existing BOR approved programs [BOR 5-1 a] Recognition of work within or among existing BOR authorized academic programs; considered supplemental and student is enrolled in an associate, bachelor or graduate degree program or already has a UG or graduate credential. Includes: <ul style="list-style-type: none"> • Certificate of Achievement 	<ul style="list-style-type: none"> • New program code [1] • New major code (if applicable) [1] • New certificates [2] 	<ol style="list-style-type: none"> 1. Chancellor's approval 2. Memo to EVPAA/Provost 3. Certificate curriculum 4. Gainful Employment Certificates – notification to US Dept of Education 	<ul style="list-style-type: none"> • Registrar • Financial aid officer

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	<ul style="list-style-type: none"> Graduate/Post-Bac/UG certificates (GCERT, PCERT, SC) Gen Ed: Academic Subject Certificate (ASC) CTE: Certificate of Completion (CC) CTE: Certificate of Competence (CO) 			
6	Stop out of admissions [BOR 5-1 f]			
	<ul style="list-style-type: none"> Less than 2 years 	<ul style="list-style-type: none"> Change to existing program code [1] 	Memo from Chancellor to EVPAA/Provost	Registrar
	<ul style="list-style-type: none"> Greater than 2 years 	<ul style="list-style-type: none"> Change to existing program code [1] 	Memo with President's approval	Registrar
	<ul style="list-style-type: none"> Removal of stop out 	<ul style="list-style-type: none"> Change to existing program code [1] 	Memo from Chancellor to President with copy to EVPAA/Provost	Registrar
7	Termination of BOR authorized program [BOR 5-1g]	<ul style="list-style-type: none"> Change to existing program code [1] 	Memo with President's approval	Registrar
	<ul style="list-style-type: none"> Degrees 			
8	Termination of Chancellor approved program	<ul style="list-style-type: none"> Change to existing program code [1] 	Memo from Chancellor to EVPAA/Provost	Registrar
	<ul style="list-style-type: none"> Certificates 			
Other actions not specified in the Guide to Academic Actions and Approvals				
9	Reorganization of an existing college/department that results in a new campus, college, division or department code Example: <ul style="list-style-type: none"> Hilo's School of Nursing moved out of Natural Sciences (new division/department code) 	<ul style="list-style-type: none"> Change to existing program code [1] New campus/college/division/dept code (if applicable) [3] 	<ol style="list-style-type: none"> Reorganization supporting documents List of all program codes to be updated with new campus/college/division/dept code 	Registrar
10	New concentration attached to an existing program code	<ul style="list-style-type: none"> Change to existing program code [1] New concentration code [1] 	Memo with appropriate campus approval	Registrar
11	Change in program code level Example: <ul style="list-style-type: none"> PCERT changed from GR to UG 	<ul style="list-style-type: none"> Change to existing program code [1] 	Memo with appropriate campus approval	<ul style="list-style-type: none"> Registrar Financial Aid Officer
12	New course subject (alpha)	<ul style="list-style-type: none"> New subject code [4] 	Memo with appropriate campus approval (Campus Curriculum Committee)	Registrar

*For the Community Colleges, additional consultation with the OVPCC Academic Affairs also applies