

New Program Code **Modify Program Code** Date: _____

REQUESTOR CONTACT INFORMATION

Name Stuart Lau Campus Mnoa, UH
 Title Registrar Email stuartl@hawaii.edu
 Office/Dept Office of the Registrar Phone 956-5322

NEW PROGRAM CODE TO CREATE

Institution MAN - University of Hawaii at Manoa Campus <Select a Campus>
 Level GR - Graduate Effective Term Fall 2017

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>50</u>	<u>Graduate Division</u>	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) <u>ASAN</u>	<u>Asian Studies</u>	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) <u>GCER</u>	<u>Graduate Certificate</u>	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) <u>ASAN</u>	<u>Asian Students Studies</u>	<input checked="" type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR

If a similar major/concentration code exists in Banner, please list the code: _____

Justification to warrant a new major/concentration code similar to an existing major/concentration code: _____

Is this major/concentration code being used the same way at the other UH campuses? Yes No
 Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.* Yes No

RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION

Is 50% or greater of the classes in this program offered at a location other than the Home Campus? Yes No
 Is this program/major/certificate financial aid eligible? Yes No
 Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No

See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

Program Length

In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.

30 Weeks

Special Program Designations A B N P T U

See *Special Program Designations Code Definitions on IRAO Program Code Request webpage*

Required Terms of Enrollment: Fall Spring Summer Extended

IRAO USE ONLY: DATE RECEIVED

ADDITIONAL COMMENTS

New major required as major code ASAN is Financial Aid Eligible

ATTACHMENTS

BOR Approved: Sole-credential Certificates, Associate (excluding ATS), Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents Curriculum

Chancellor Approved: Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify Vice President for Academic Planning and Policy regarding program action.
 Curriculum

CERTIFICATES ONLY: Please check one (1) statement. This certificate is a...

- BOR approved certificate. BOR Meeting/Approval Date: _____
 Chancellor approved within an authorized BOR program. BOR Program: MA-Asian Studies
 Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

Registrar
(Print Name)

Stuart Lau

StuL 10/18/17
Signature Date

Financial Aid Officer
(Print Name)

Jodie Kuba

Jodie Kuba 10/24/17
Signature Date

For Community Colleges,
verification of consultation with
OVPC Academic Affairs:

Suzette Robinson

Signature Date



UNIVERSITY
of HAWAII
MĀNOA

Office of the Vice Chancellor for Academic Affairs

RECEIVED


16 JUL 28 P4:31

July 28, 2016

MĀNOA OFFICE OF THE VICE CHANCELLOR
OFFICE

MEMORANDUM

TO: Robert Bley-Vroman
Interim Chancellor

FROM: Reed Dasenbrock 
Vice Chancellor for Academic Affairs

SUBJECT: REQUEST TO APPROVE THE GRADUATE CERTIFICATE IN ASIAN STUDIES

SPECIFIC ACTION REQUESTED:

It is requested that the Chancellor approve the Graduate Certificate in Asian Studies to be administered by the Asian Studies Program in the School of Pacific and Asian Studies (SPAS).

EFFECTIVE DATE:

Summer 2016

ADDITIONAL COST:

None.

PURPOSE:

The proposed Graduate Certificate in Asian Studies is designed to provide a broad, interdisciplinary knowledge of Asia to graduate students whose academic and career trajectories touch on Asia, and to professionals whose career opportunities would be enhanced by credentials (short of an MA) that provide evidence of such knowledge.

BACKGROUND:

UH Executive Policy E5.205 grants the Chancellor the authority to approve certificate programs in specific subjects that represent the recognition of work taken within (or among) existing Board-authorized programs.

The UHM Asian Studies Program, with its federally recognized National Resource Centers, is widely recognized as one of the most comprehensive graduate programs in the U.S. With an impressive number of faculty members with Asia expertise across a variety of disciplines, the Asian Studies Program is well positioned to provide for the comprehensive study of Asia through an advanced certificate program. The graduate certificate will not only equip graduate

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Robert Bley-Vroman
July 28, 2016
Page 2

students in academic and professional degree programs with expertise in Asia, the program will also be available to working professionals in private, governmental, and non-profit sectors. Detailed information about the program may be found in the attached proposal.

The proposed program has been reviewed and recommended for approval by the Dean of SPAS, the Office of Graduate Education, the Graduate Council, and the Mānoa Faculty Senate. My staff and I have also reviewed the proposal, and we recommend your approval.

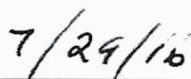
ACTION RECOMMENDED:

It is recommended that the Chancellor approve the Graduate Certificate in Asian Studies to be administered by the Asian Studies Program in the School of Pacific and Asian Studies (SPAS).

APPROVED DISAPPROVED



Robert Bley-Vroman
Interim Chancellor



Date

Attachment

c: Risa Dickson, Vice President for Academic Affairs
Dean Sutton
Dean Aune
Chair Andaya
Graduate Chair Clayton
Program Officer Pearson

211 OCT 24 8:38
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AND RECORDS
UH MĀNOA

1. Purpose and objectives of the proposed academic subject certificate program, including the relationship to existing degree programs(s), if any:

The Asian Studies Program (ASP) proposes a stand-alone certificate that will be available both to current and prospective graduate students in any program at UHM. The goal is to provide broad, interdisciplinary knowledge of Asia to graduate students whose academic and career trajectories touch on Asia, and to professionals whose career opportunities would be enhanced by credentials (short of an MA) that provide evidence of such knowledge. It will be useful to PhD and MA candidates whose expertise in Asia may not be clearly identified on their diplomas. A certificate will also be useful to students in professional programs such as the School of Travel Industry Management, the Shidler College of Business, the College of Education, or the William H. Richardson School of Law. With careful and targeted marketing, it has the potential to attract eligible individuals from the community, such as teachers, health care professionals, social workers, and, potentially, members of the military.

More specifically, the objectives of the graduate certificate program are:

- a) To provide opportunities for **disciplinary** specialists in graduate programs to obtain (and provide evidence of) expertise in Asian Studies. A graduate in political science, for instance, or anthropology, could also obtain an Asian Studies graduate certificate that would make him or her more marketable in a highly competitive academic environment. Students from Asian countries would acquire a broader knowledge of the ways in which their own country (e.g. China, Indonesia) is situated in and affected by the region, both historically and in the present-day.
- b) To provide individuals who have attained a **professional** degree (for instance, in business, education, law, public health etc.) with a qualification that will enhance their career prospects by providing a broad knowledge of Asian cultures and current issues.
- c) To open more doors to **individuals from the community** who hold a bachelor's degree and wish to obtain an interdisciplinary overview of Asia more generally, either for their own interest or in order to become more effective in their professional or vocational activities.

Justification

The Asian Studies Program provides an ideal environment for the comprehensive study of the Asian region in the 21st century, particularly since the Federal Government has recognized the SPAS Area Studies Centers as National Resource Centers. UHM's Asian Studies Program is also recognized as one of the most comprehensive in the country, in terms of the large number of faculty with expertise relative to Asia across the disciplines, who provide unparalleled range and depth about the region. Given the diversity of the UH system and the state of Hawai'i, as well as their economic ties to Asia, a certificate in Asian Studies could effectively augment one's career prospects in education, private/government/ non-profit sectors, the military, and other professional ventures. This certificate program can complement the current MA program or function as a stand-alone program for those who do not wish to pursue an advanced degree. The content required and addressed by this certificate would encompass nearly half of what the MA program requires and could provide the necessary knowledge and information required by professionals in many Asia-related employment areas in Hawai'i (e.g., tourism, finance, military, education, law, etc.).

Proposal for Graduate Certificate in Asian Studies

Asian Studies Program, School of Pacific and Asian Studies

Revised July 2016

This proposal follows directly from recommendations in the 2015 External Review of the School of Pacific and Asian Studies (SPAS). The reviewers recognized the value of a graduate certificate in Asian Studies that would respond to the increasing demands for integrated, interdisciplinary knowledge about the Asian region. It has the unqualified support of the Dean of SPAS, R. Anderson Sutton. Such a certificate would be useful to PhD and MA candidates across campus whose expertise in Asia may not be clearly identified on their transcripts or for those who would like to have an additional area of specialization noted on their transcript.

This is a timely proposal because of the recent change that allows 15 approved credits to be double-counted for a graduate certificate. Relevant core courses or electives in other graduate programs may also be counted toward this Asian Studies certificate if allowed by the other program.

2. How will the program be administered? Who will advise students?

The Certificate Program will be administered by the Asian Studies Program, in collaboration with the area studies Centers. Academic advising will be provided by the Graduate Chair of Asian Studies.

3. What units (e.g., programs, departments, schools, colleges) are involved? Who are the faculty involved in the planning process and who will be involved in implementing the proposed academic subject certificate?

The Asian Studies Certificate will involve faculty of the Asian Studies Program and Area Centers, and in individual cases may involve collaboration with faculty in other departments who are teaching relevant courses on Asia and who are affiliated with the Asian Studies Program. Any such collaboration with Affiliate Faculty would be subject to their agreement and consultation. During the planning process, the ASP Chair has consulted extensively with individual faculty, and has discussed this with chairs of other programs (e.g. Pacific Islands Studies, History) and has made it a priority item in faculty meetings. The ASP Chair will oversee the implementation of the academic certificate, in collaboration with Center Directors and ASP faculty.

4. What population will be served by the program? What is the anticipated number of students to be served each year?

The certificate is expected to attract graduate students majoring in disciplines and the professional schools, professionals with relevant undergraduate degrees from recognized universities, teachers, social workers and members of the community whose qualifications and credentials would be enhanced by a certificate in Asian Studies but who do not wish to enroll in a degree program. Our initial goal would be to enroll ten students per academic year, and grow the program from there.

5. How is the program organized?

- a) Prerequisites: A bachelor's degree from a national or foreign institution of higher learning accepted by the Office of Graduate Education.
- b) Concentration: Students focus on transregional issues within Asia, rather than on a particular nation or culture area.
- c) Advising: An academic advisor relevant to the student's chosen field will be assigned from among existing ASP faculty members.

d) Course Requirements:

- i. **Fifteen credits** of coursework on Asia, at least 9 credits of which must be at the 600 level or above; all other courses counted towards the certificate must be at the graduate or upper-division undergraduate level. (Please note: upper-division undergraduate courses would be allowed to count toward the degree only with the permission of the instructor and on the understanding that the graduate student would be required to complete extra work for the course. Only those courses already permitted by OGE and by Asian Studies would count toward the degree). A grade of “B” or higher is required in all courses.

These fifteen credits must include:

- Two required and linked core courses, designed to help students think about the dynamics of Asia in an integrated fashion, that would form the foundation of the student’s course of study:
 1. ASAN 600Z (Inter-Asian Connections, offered every fall), is a “foundations” course that introduces students to the key themes, methodologies, and theoretical approaches in the interdisciplinary study of Asia.
 2. ASAN 750 (Research Seminar in Asian Studies, normally offered in the spring), is a capstone graduate seminar designed to help students hone their skills in researching and writing. Students in 750 are expected to produce a substantial research paper that demonstrates their ability to develop a topic for investigation and conduct research using at least one of the theoretical approaches or methodologies of the various disciplines in the humanities, arts, or social sciences (to which students would have been introduced in 600Z or in their other coursework). The rubric for assessing this research paper is attached. Certificate students who are concurrently masters’ or doctoral students in other departments may use this course to develop aspects of their theses or dissertations, but may not submit work that is substantially the same as their theses or dissertations.
 - Nine further credits from a list (updated regularly) of eligible Asia-related courses offered across the UHM campus. The student must select these courses in consultation with the academic advisor.
- ii. At least **two years of a relevant Asian language**, in addition to the 15 credits graduate-level courses (i.e. the student must obtain a “B” grade or higher in the 202 level of the Asian language of his or her choice, or must take an exam to prove competency at that level). The language requirement can be satisfied prior to acceptance into the Program or at the conclusion if courses are taken concurrently. All Asian language programs at UH have mechanisms for assessing a student’s level of competency; Asian Studies BA and MA students regularly undergo such assessment before and after completing their program of study. Certificate students would follow these well-established mechanisms.

The two years’ language requirement is fundamental to this certificate. With regard to language competency, the Graduate Certificate is clearly differentiated from masters’ and doctoral degrees, which require a far higher level of language ability. Two years’ study of an Asian language will not enable students to carry out research or express themselves fluently in a professional setting, but it will enable them to operate on a simple level. More

importantly, language acquisition carries with it a whole portmanteau of cultural understanding that is impossible to attain through any other means. For these reasons, the ASP faculty feels very strongly that basic language knowledge is necessary for the Certificate's legitimacy. Furthermore, many UH students interested in Asia will already have satisfied this requirement in their undergraduate degree, so we do not expect that it will place an undue burden on the potential candidates for the degree.

For reference, please find attached three sample curriculum pathways for three different kinds of students. These have been developed with the understanding that the other programs will allow double-counting of credits and that the students are still enrolled and pursuing their degree. Once they graduate from the other program, those courses can no longer be double-counted.

6. Resources

No extra resources are required for implementation of this program. Certificate students will enroll in existing courses, and the Graduate Chair of Asian Studies will work together with ASP faculty and the Graduate Advisor to ensure students are meeting the requirements.

7. Measuring Effectiveness

The effectiveness of the program will be measured by an assessment of the final research paper written for ASAN 750, an informal exit interview, and a student's written response to the attached questionnaire. The ultimate assessment will rest with the ASP Graduate Chair.

The research paper will be assessed by the instructor for ASAN 750 plus the student's academic advisor. If these persons are the same, an appropriate faculty member from within Asian Studies or from the Affiliate Faculty list will be appointed by the Asian Studies Graduate Chair. This person should have expertise relevant to the student's region or topic of focus and should be invited to serve as assessor on a case-by-case basis. These two individuals will be asked to assess whether, and how, the paper provides evidence of the program's success in helping the student satisfy the relevant SLOs and ILOs.

The Asian Studies Program already has an exit interview and questionnaire protocol in place and the Graduate Certificate program will follow this established procedure: the exit interview is conducted by the Graduate Chair after all requirements for the degree have been completed and grades submitted. The interview and supplementary email response to the questionnaire will provide the students' view of what they gained from the Certificate program as well as suggestions for changes or improvements in the program and its SLOs.

The questions to be asked in this interview and in the follow-up email are attached. In a program as small as ours, it is impossible to guarantee anonymity in the exit interview process. However, as with course evaluations, all due care is taken to ensure that there is no way the student's responses to these questions can affect the evaluation of his or her individual academic performance.

The assessment of the ASAN 750 paper will then be compared with the student's responses to the exit interview and questionnaire. This will form the basis for an analysis of the overall effectiveness of the Graduate Certificate program.

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VICE CHANCELLOR
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8. Appropriateness of Certificate Objectives

- Hawai‘i occupies a unique position in regard to Asia and the mainland United States because of its history and strategic location in the center of the Pacific.
- Within SPAS the Asian Studies Program provides an ideal environment for the comprehensive study of the Asian region in the 21st century, particularly since the Federal Government has recognized its Area Studies Centers as National Resource Centers.
- Through collaboration between the Chair and Faculty of Asian Studies and the various Centers, SPAS helps coordinate the efforts of over two hundred affiliated faculty across the campus whose courses are related to Asia and the Pacific.
- With its focus on Asian Studies, this proposal for a single graduate certificate in Asian Studies is directly addressed towards fulfilling the mission of the University of Hawai‘i at Mānoa:
 - It is a contribution to UHM’s mission as a state school to provide advanced training to Hawai‘i residents as the state economy becomes increasingly engaged with Asian economies through trade and tourism.
 - Students will become participants in a stimulating course of study that is personally, professionally and intellectually rewarding.
 - The graduate certificate in Asian Studies will deepen student understanding and appreciation of the people and cultures of Asia and of the place of this region in a globalized world.

Proposal for Graduate Certificate in Asian Studies

Revised July 2016

Asian Studies Program, School of Pacific and Asian Studies

Sample Curriculum Pathways

I. The first sample curriculum pathway is a hypothetical student who is not currently pursuing a degree.

Student A is a mid-career high school teacher who has a Bachelor's degree in History. He has been teaching World History but wants to expand his course content on Asia, especially Japan. He has no Asian language training, but will be able to use a summer and his sabbatical to complete the certificate requirements. Alternatively, he could take evening language courses at Kapiolani Community College part-time before applying to the certificate program, and test out of the language requirement.

Summer

Session 1: Japanese 101

Session II: Japanese 102

ASAN 471 (Contemporary Asian Cinema) (3 cr)

Fall

Japanese 201

ASAN 600Z (3 cr)

600-level course on Asia (3 cr)

Spring

Japanese 202

ASAN 750 (3cr)

600-level course on Asia (3 cr)

II. The second and third sample pathways are based on the coursework of two actual UHM students who have not received the Graduate Certificate in Asian Studies but who could benefit from doing so. They demonstrate how the requirements of the certificate program can fit with those of other departments, requiring the student to take, in most cases, only two or three extra courses. (These extra courses may, depending on the major, be eligible to count towards the elective requirements in the student's home department).

Student B: Ph.D. candidate in history, native Vietnamese speaker, fluent in Chinese.

This student has already fulfilled all language requirements and the requisite credits in Asian subjects (bolded), apart from ASAN 600Z and ASAN 750. Her Ph.D. diploma would not specify her field, but with the two extra courses, she would receive a certificate that indicates further expertise in Asian Studies more generally. This would certainly assist her in a job search.

2010

HIST 403 Vietnam: History & Memory

HIST 661C Sem in Chinese History: Middle

Fall 2010 (3 credits)

Fall 2010

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JAN 24 2011

Proposal for Graduate Certificate in Asian Studies

Revised July 2016

Asian Studies Program, School of Pacific and Asian Studies

2011

CHN 660 Sem Class	Spring 2011
HIST 661D Sem in Chinese History: Modern	Spring 2011
HIST 660 Seminar: Vietnamese History	Spring 2011 (3 credits)

CHN 610B Chinese Poetry: Ancient	Fall 2011
HIST 602 Seminar in Historiography	Fall 2011
HIST 609 Seminar in World History	Fall 2011
HIST 661C Sem in Chinese History	Fall 2011

2012

CHN 610C Chinese Poetry: Medieval	Spring 2012
HIST 610 Topics in World History	Spring 2012
HIST 658 Seminar: Modern SEA History	Spring 2012 (3 credits)

CHN 753T Rsch Sem Chinese Literary Tradition	Fall 2012
HIST 615D Tpcs Euro Colonialism: Early Mdrn	Fall 2012
HIST 699 Directed Research	Fall 2012

2013

HIST 661B Sem in Chinese History: Early	Spring 2013 (3 credits)
HIST 699 Directed Research	Spring 2013

HIST 605 Seminar in Digital History	Fall 2013
HIST 800 Dissertation Research	Fall 2013—Spring 2016

2014

FR 101 Elementary French	Spring 2014
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ASAN 600S Scope & Mthds: Southeast Asia	Fall 2014
FR 201 Intermediate French CR	Fall 2014
HIST 790 Teaching History GR 1.00 A	Fall 2014

2015

ASAN 699 Directed Research	Spring 2015
CHN 486 Selected Readings in Chinese	Spring 2015
CHN 660 Sem Class.	Spring 2015
HIST 790 Teaching History	Spring 2015

HIST 790 Teaching History	Fall 2015
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This student would take ASAN 600Z, which would encourage thinking about the place of Vietnamese history in the broader Asian context (for instance, in relation to the state's policies towards ethnic minorities). This could be further developed in the ASAN 750 paper, which could

Proposal for Graduate Certificate in Asian Studies

Revised July 2016

Asian Studies Program, School of Pacific and Asian Studies
form the basis for one chapter of the student's dissertation.

3. Student C, pursuing an MA in anthropology. This student has taken advanced Indonesian and has 6 of the requisite credits in Asian subjects at the 400 level (see bolded courses below). Her MA in anthropology will not specify Asian expertise. She would need to take one more Asia-related course at the 600 level as well as ASAN 600Z and ASAN 750 to obtain a Graduate Certificate in Asian Studies. This would certainly assist her in a job search or a Ph.D. application.

This student's MA thesis topic is Catholicism in Indonesia. In consultation with her academic advisor, she could take ASAN 630, *Cultural Change and Globalization in Southeast Asia*, which deals extensively with religious connections. ASAN 600Z would help her put Indonesian Catholicism in the broader Asian context, and this could be further developed in a research paper for ASAN 750. In this sense the added coursework for the Graduate Certificate would not constitute a distraction from her main focus in anthropology, but could directly contribute to deepening and broadening the insights of her thesis.

Fall 2014:

ANTH 750D: Hawaiian Ethnography
ANTH 602: Linguistic Anthropology
ANTH 710: Research Methods & Design

Spring 2015:

ASAN 496: Religions of Island Southeast Asia (3 credits)
ANTH 711: Proposal Writing
IND 306: Indonesian online
DNCE 433: Balinese Dance (audit)
THEA 426: Asian Theatre/Balinese Theatre (audit)
IND 307/IND 454, History of Indonesia (audit)

Fall 2015:

ANTH 601: Ethnology
DNCE 433: Balinese Dance
THEA 464: Drama and Theatre of Southeast Asia and India (3 credits)
ASAN 699: Indonesian

Spring 2016:

ANTH 603: Archaeology
ANTH 620H: Theory in Anthropology: Ecology
IND 405: Online Indonesian
IND 407: Indonesian Conversation

2017 OCT 24 A 8:36
UH-MANOA
OFFICE OF ADMISSIONS
AND RECORDS



Re: Asian Studies Graduate Certificate

1 message

Wendy Pearson <pearsonw@hawaii.edu>
To: Stuart Lau <stuartl@hawaii.edu>

Tue, Oct 17, 2017 at 1:04 PM

What do you have for the following (I don't have access)?

Would a longer description (up to 60 characters) be desired for the online application:

Need a four character code to identify major.

Wendy L. Pearson, Program Officer

Office of the Vice Chancellor for Academic Affairs
University of Hawai'i at Mānoa
2500 Campus Road, Hawaii Hall 209
Honolulu, HI 96822
(808) 956-6145 / FAX (808) 956-7115
<http://www.manoa.hawaii.edu>

On Tue, Oct 17, 2017 at 1:01 PM, Stuart Lau <stuartl@hawaii.edu> wrote:

Hi,

The information is on the Banner form SFACPLR (not sure if you have access). The other certificates are 30 weeks in length, with 30 weeks in the year.

Stuart

On Mon, Oct 16, 2017 at 12:58 PM, Wendy Pearson <pearsonw@hawaii.edu> wrote:

Aloha,

Will you provide the answers you have for the existing GCerts in Asian Studies?

Wendy L. Pearson, Program Officer

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University of Hawai'i at Mānoa
2500 Campus Road, Hawaii Hall 209
Honolulu, HI 96822
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----- Forwarded message -----

From: **Cathryn Clayton** <cclayton@hawaii.edu>
Date: Mon, Oct 16, 2017 at 12:52 PM
Subject: Re: Asian Studies Graduate Certificate
To: Wendy Pearson <pearsonw@hawaii.edu>

Hi Wendy,

Thanks for this. This is only for the new GCERT in Asian Studies, right? Not for the existing ones in Chinese Studies, Japanese Studies, etc? It would make sense, to me, if the answers to these questions are the same as the answers

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for the other ASAN GCERTS. Sorry to be dense, but is there someplace online I can find info for the existing GCERTS ?

Thanks!
Cathy

On Mon, Oct 16, 2017 at 11:38 AM, Wendy Pearson <pearsonw@hawaii.edu> wrote:
Aloha Cathryn,

The Records Office needs additional information in order to setup the certificate in Banner. Please confirm items highlighted yellow, and provide a response to items in red. Let me know if you have any questions. Thanks!

Degree to be awarded: Graduate Certificate (code and description already exists)

College to be designated as Office of Graduate Education (already exists)

Department to be designated as ASAN (already exists)

Field of Study (i.e. major).

Confirm that "Asian Studies" is acceptable as the major description. **Yes.**

Would a longer description (up to 60 characters) be desired for the online application:

Need a four character code to identify major.

(The following code is already assigned cannot be used: - ASAN. Note: This code is identified as "Financial Aid Eligible". A new code needs to be created that identifies the major is not "Financial Aid Eligible.")

Need the following program information:

1. Length of program in weeks. 30 weeks
2. Indicate the number of weeks in a year. Programs offered in Fall/Spring would be 30 weeks. 30 weeks
3. Minimum number of credits required. 15 credits
4. Required semesters (Fall/Spring/Summer/Extension): Fall/Spring
5. Is 50% of the program offered at a location other than the home campus (Manoa). No.

Need to identify courses that require changes to course restrictions or prerequisites.

Wendy L. Pearson, Program Officer
Office of the Vice Chancellor for Academic Affairs
University of Hawai'i at Mānoa
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Cathryn H. Clayton, PhD
Assoc Prof and Chair, Asian Studies Program
School of Pacific and Asian Studies
University of Hawai'i at Mānoa
Moore Hall 416
1890 East-West Road
Honolulu, HI 96822

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Stuart Lau
University Registrar
Office of the Registrar
University of Hawaii at Manoa
Ph: 808 956-8010

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