

IRAO OFFICE USE ONLY	
Received	
In Banner	
MTVCOMP/Codeset	
Master Curriculum	
CIP Code	
Program Code	
Program Description	

University of Hawai'i  
Code Request Form for Academic Programs for

**Reset Form**

# NEW OR MODIFY PROGRAM CODE

**New Program Code**       **Modify Program Code**

Date: 5/1/2018

**REQUESTOR CONTACT INFORMATION**

Name Terri Ota Campus UH West Oahu  
 Title Academic Program/Faculty Affairs Specialist Email tota@hawaii.edu  
 Office/Dept UHWO Academic Affairs Phone 689-2314

**NEW PROGRAM CODE TO CREATE**

Institution WOA - UH West Oahu Campus DE - Distance Education WOA OI  
 Level UG - Undergraduate Effective Term 201810 - Fall 2017

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>BA</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) <u>BUSA</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) <u>BA</u>	<u>Bachelor of Arts</u>	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) <u>GBUS</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) <u>HOST</u>	<u>Hospitality and Tourism</u>	<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:

Sufficient concentration offerings are now available, so the concentration can be delivered to Neighbor Island students.

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.dhp.ed.gov/Camp/FullEmploymentInfo/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.*

**Special Program Designations**

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

A     B     N     P     T     U

Required Terms of Enrollment:  Fall     Spring     Summer     Extended

ADDITIONAL COMMENTS

ATTACHMENTS

**BOR Approved:** Associate, Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents                       Curriculum

**Chancellor Approved:** Certificates related to authorized BOR program & Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify VPAA about new program                       Curriculum

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

VERIFICATIONS

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

**Registrar:**

Robyn Oshiro



05/01/2018

Print Name

Signature

Date

**Interim Director for Financial Aid**

James Cromwell



5/1/16

Print Name

Signature

Date

**For Community Colleges, verification of consultation with DVPC Academic Affairs:**

Print Name

Signature

Date

CC use only: Action No: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

UHWO Form PC3  
Last Modified: 2013-09-29

University of Hawai'i – West O'ahu  
**FORM FOR MODIFICATION OF ACADEMIC CONCENTRATION OR  
CERTIFICATE PROGRAM**

1. Please indicate the following:

- a. Name of Academic Concentration or Certificate Program: BUSA Hospitality & Toursim
- b. Deletions to current program requirements:
- c. Additions to current program requirements: Online Delivery
- d. Deletions to current program prerequisites:
- e. Additions to current program prerequisites:
- f. New program narrative, if applicable (for course catalog):
- g. Modify program – deleted course(s):

**Note: For all deleted courses, form CC2 should already be completed, submitted, and approved.**

- h. Modify program – added course(s):

**Note: For all added courses, form CC1 should already be completed, submitted, and approved.'**

- i. Location of primary references to modified program in current catalog (e.g., Modify requirements for Concentration in Psychology, p. 48):

2. Justification or rationale for program modification:

Modifying the Hospitality & Tourism program for online delivery for all students, making

this concentration more accessible.

3. Will the proposed program modification require any additional resources?  
 No       Yes

If "yes," please explain:

4. Have all relevant personnel been consulted?  
 No       Yes

If "yes," please obtain signatures of those who approve:

Name	Concentration	Signature

5. Does this change request impact existing Articulation Agreements?  
 No       Yes

If "yes," please identify articulation agreements by name/title:

- If "yes," have necessary revisions been made?  
 No       Yes

If "yes," please obtain signatures of those who approve:

Name	Concentration	Signature

6. Modification requested by:

Requester Name (Please Print):	Requester Signature	Date
Holly Itoga	Holly Itoga	8/1/2016

7. Modification Reviewed by:

Division/Program Chair (Please Print)	Chair Signature	Date
Derrek Choy	Derrek Choy	12/11/16

8. Modification Approved by:

Curriculum Chair Name (Please Print):	CC Signature	Date
RICHARD M. JONES	Richard M. Jones	11/22/16
Vice Chancellor Academic Affairs (Please Print):	VCAA Signature	Date
Jeffrey Miz	Jeffrey Miz	12/2/16
Chancellor (Please Print): Doris Ching	Chancellor Signature	Date
Doris Ching	Doris Ching	12-7-16