

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

University of Hawai'i  
Code Request Form for Academic Programs  
**COLLEGE REORGANIZATION**

Date: 4/8/2015

**REQUESTOR CONTACT INFORMATION**

Name James Cromwell Campus UH West Oahu  
 Title Director of Enrollment Mangement Email Cromwell@hawaii.edu  
 Office/Dept Student Affairs/Enrollment Services Phone 689-2909

**INFORMATION FOR NEW PROGRAM CODE**

Institution WOA - UH - West Oahu Campus DE - Distance Education (WOA)  
 Level UG - Undergraduate Effective Term Fall 2015

	Code	Description	Check if requesting new code:
College (2)	<u>PU</u>	<u>Public Administration (NEW)</u>	<input checked="" type="checkbox"/> See Banner form STVCOLL
Department (4)	<u>PUBA</u>	<u>Public Administration</u>	<input type="checkbox"/> See Banner form STVDEPT

OLD PROGRAM CODE	MAJOR	CONCENTRATION	NEW PROGRAM CODE <sup>1</sup> (Max. Characters: 12)
BA-PUBA	PUBA	DPEM	BA-PUBA-DPEM (in college PU)
BA-PUBA	PUBA	HCAD	BA-PUBA-HCAD (in college PU)
BA-PUBA	PUBA	JAD	BA-PUBA-JAD (in college PU)
BA-PUBA	PUBA	PUBG	BA-PUBA-PUBG (in college PU)
SC-DPEM	DPEM		SC-DPEM (in college PU)
SC-HCAD	HCAD		SC_HCAD (in college PU)

STATUS OF CURRENT STUDENTS AND TERMINATION OF OLD PROGRAM CODE

Are current students "grandfathered" under the program code?  Yes  No

Should the old program code be available for use in Banner?  Yes  No

Effective **Fall 2015**, old program code will no longer be available to admit or recruit students.

Term (ie. Fall 2014)

*This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.*

Effective **Fall 2015**, old program code will no longer be available to award degree to students.

Term (ie. Fall 2014)

*This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.*

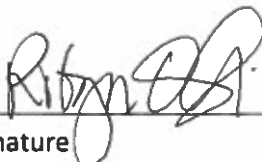
ATTACHMENTS

Reorganization supporting documents with Chancellor Approval

VERIFICATIONS

Registrar:

Robyn Oshiro



APR 17 2015

Print Name

Signature

Date

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

Print Name

Signature

Date

<sup>1</sup> Program codes can only be used for one college at a campus. For example, if college A at Hilo is using program code BA-BIOL, then college B at Hilo will not be able to use that program code. College B will then modify the code by adding the college to the end of the code, ie BA-BIOL(B) or BA-BIOL/B. This will also hold true when a program is being moved from one college to another. Program codes used at one campus, can be used at another campus only if it is the same program.

dlc JUN 8 2011  
UKJ



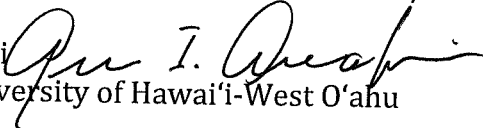
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WEST O'AHU

Office of the Chancellor

June 6, 2011

**MEMORANDUM**

To: Linda K. Johnsrud  
Executive Vice President for Academic Affairs/Provost

From: Gene I. Awakuni   
Chancellor, University of Hawai'i-West O'ahu

Subject: Change in Division Organizational Structure: From Professional Studies, to Division of Business Administration (B.A. in Business Administration); and Division of Public Administration (B.A. in Public Administration)

The University of Hawai'i-West O'ahu's Bachelor of Arts in Business Administration and the Bachelor of Arts in Public Administration are currently housed in the Division of Professional Studies. The combined majors in the two programs, as noted in the Fall Enrollment Report, Fall 2010, was 686.

The BA in Business Administration currently has 2 tenured faculty; 4 junior faculty in tenure track positions; and 1 instructor. The Fall Enrollment Report for Fall 2010 noted that there were 392 Business Administration majors. The Applied Science concentrations of Computer, Electronics & Network Technology (CENT), Culinary Management (CULM) and Information Technology (IT) would also be a part of the Business Administration division.

The BA in Public Administration has 4 tenured faculty and 2 halftime instructors. The Fall Enrollment Report for Fall 2010 noted were 261 Public Administration majors. The Applied Science concentrations of Respiratory Care (RESP) would be a part of the Division of Public Administration.

These are two of our fastest growing programs. I have approved movement of these programs to a new Division of Business Administration and a new Division of Public Administration.

As the organizational structure as outlined in the University of Hawaii-West Oahu's organizational chart is not affected, the action does not require formal reorganization or Board approval. Thank you for your assistance in notifying the appropriate University offices so the change will be reflected properly in the University's operational and reporting systems.



Princess Soares &lt;pfrederi@hawaii.edu&gt;

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**Fwd: Scanned from a Xerox Multifunction Device**

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**James Cromwell** <cromwell@hawaii.edu>  
To: Princess Soares <pfrederi@hawaii.edu>

Fri, Apr 24, 2015 at 8:19 AM

Yes, the certificate codes are correct for both campuses. No changes in program length of special program designation.

**James L. Cromwell**  
Director of Enrollment Management  
University of Hawaii - West Oahu  
91-1001 Farrington Hwy  
Kapolei, HI 96707  
(808) 689-2909



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in Kapolei

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On Fri, Apr 24, 2015 at 7:35 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Hi James,

Changes can be confirmed via email.

Please confirm the following program codes to be used for the subject certificates:

SC-RMI(BA) - for both campuses  
SC-DPEM(PU) - for both campuses  
SC-HCAD(PU) - for both campuses

Will there be any changes in the program length or special program designation?

Thank you!  
Princess

On Wed, Apr 22, 2015 at 4:40 PM, James Cromwell <cromwell@hawaii.edu> wrote:  
ah, got it. Can you make the change on that end, or do I have to re-do the form?

**James L. Cromwell**  
Director of Enrollment Management  
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On Wed, Apr 22, 2015 at 3:40 PM, Princess Soares <[pfrederi@hawaii.edu](mailto:pfrederi@hawaii.edu)> wrote:

Since the program code SC-RMI is currently under the PS college, a different code would need to be selected. Since a program code cannot exist under two different colleges. Hence, the recommendation to create the new code as SC-RMI(BA). This is similar to the education degrees in Humanities and Education.

Mahalo,  
Princess

On Wed, Apr 22, 2015 at 3:14 PM, James Cromwell <[cromwell@hawaii.edu](mailto:cromwell@hawaii.edu)> wrote:

You know, with google mail, I can't tell how many of my attachments went with that last email, so I'm sending you 4 separate ones; BUSA WOA and DE, and PUBA WOA and DE.

The RMI certificate should be within the college of Business Administration, but the code is still the same, SC\_RMI.

**James L. Cromwell**  
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On Wed, Apr 22, 2015 at 2:14 PM, Princess Soares <[pfrederi@hawaii.edu](mailto:pfrederi@hawaii.edu)> wrote:

Hi James,

Are you also doing a form for the DE campus?

For the SC-RMI, please confirm that the new program code will be SC-RMI(BA).

Mahalo,  
Princess

On Fri, Apr 17, 2015 at 2:27 PM, James Cromwell <[cromwell@hawaii.edu](mailto:cromwell@hawaii.edu)> wrote:

Attached are the College Reorganization forms for PUBA (WOA), PUBA (DE), BUSA (WOA) and BUSA (DE). The chancellor's memo initiating the change is also attached.

BUSA programs will move into college BA "Business Administration" (New Code)  
PUBA programs will move into college PU "Public Administration" (New Code)

Both programs will utilize the new coding format "Degree-Major-Concentration"

Please let me know if you have any questions.

Thanks,

Jim

**James L. Cromwell**  
Director of Enrollment Management  
University of Hawaii - West Oahu  
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Kapolei, HI 96707  
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Device Name: XRX9C934E2FE14E

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