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University of Hawai'i  
Code Request Form for Academic Programs

# NEW OR MODIFIED SUBJECT CODE

Date: 04/15/16

**REQUESTOR CONTACT INFORMATION**

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

- NEW SUBJECT CODE USE AT INSTITUTION  
 MODIFY SUBJECT CODE USE AT INSTITUTION

Institution WOA (UH West Oahu) Effective Term Fall 2016

	Code (Max. Characters)	Description (30 characters max)	Check if requesting new code:
College	(2) <u>BA</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STV_COLL
Division	(4) <u>BUAD</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STV_DIVS
Department	(4) <u>BUSA</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STV_DEPT
Subject	(4) <u>MKT</u>	<u>Marketing</u>	<input type="checkbox"/> See Banner form STV_SUBJ

**ATTACHMENTS**

Memo with appropriate campus approval (i.e. Campus Curriculum Committee, Vice Chancellor for Academic Affairs, etc.)

**VERIFICATIONS**

**Registrar:**

James Cromwell [Signature] 4/15/16  
 Print Name Signature Date

**Financial Aid Officer:**

James Cromwell [Signature] 4/15/16  
 Print Name Signature Date

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

\_\_\_\_\_  
 Print Name Signature Date

dlc JUN 8 2011  
UKJ

Office of the Chancellor

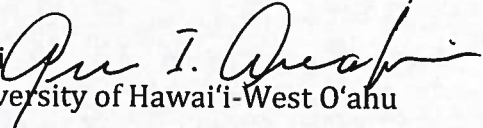


**UNIVERSITY  
of HAWAII\***  
**WEST O'AHU**

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.