

University of Hawai'i Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: Harry W. Hennessey Date: 3/7/2011 Action Requested:
 Title: Department Chair
 Phone Number: 808-974-7767
 Email Address: hhennes@hawaii.edu
 Campus/Office/Department/Address:
Business Administration, College of Business and Economics, UH Hilo, 200 West Kawili St, Hilo, HI

NEW Program Code (new major/concentration, etc.)
 NEW Subject Code
 Change of existing code
 Type (subject, program, etc): _____
 Old: _____
 New: _____
 OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code Effective Term (semester/year): Fall 2011
 Major: General Business Major Description: General Business Management Is this major financial aid eligible? YES NO
 Is the major code being used the same way at other UH campuses? YES NO Comment: GBUS is specific to UH Hilo
 Does the same or similar major code exist in Banner? YES NO If YES, please list code: GBUS

Concentration (if applicable): Finance (FIN) Concentration Description: Concentration in Financial Management (FIN)
 Is the concentration code being used the same way at other UH campuses? YES NO
 Does the same or similar concentration code exist in Banner? YES NO If YES, please list code: _____
 Attach concentration to program code? YES NO

Level: Undergraduate Graduate First-Professional Other: _____
 Degree/Certificate: Bachelor of Business Administration
 College: College of Business and Economics Department: Business Administration

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO
 If requesting a program name change, will the old code be available for:
 Recruitment? YES NO List the end term of old code: _____
 Admissions? YES NO List the end term of old code: _____
 General Student? YES NO List the end term of old code: _____
 Academic History? YES NO List the end term of old code: _____

NEW Subject Alpha/Code Effective Term (semester/year): _____
 Code: _____ Description: _____
 College: _____ Department: _____
 Does the same or similar subject code exist in Banner? YES NO If YES, please list code: _____
 Is the subject code being used the same way at other UH campuses? YES NO

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Code Request Form**

OTHER: _____

Please briefly describe your request and explain why you are requesting the codes: _____

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:
http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

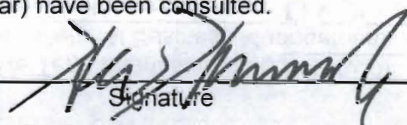
- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval
- Other: _____

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

Harry W. Hennessey

Name of Requestor (print or type)


Signature

3/9/11
Date

Send completed form with supporting documentation to:

Institutional Research Office • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822
Fax: 808-956-9870 Phone: 808-956-7532

For Internal Use Only:

Appropriate Documentation Received: YES NO

Approval Status:

NOTES:

Major code: YES NO

Concentr. code: YES NO

Program code: YES NO

Subject code: YES NO

Entered into SMAPRLE/SOACURR: _____

Entered into STVMAJR: _____

Entered into STVSUBJ: _____

Other: _____

Code processing completion date: _____

Copies sent to: _____

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Name: Harry W. Hennessey Date: 3/7/2011

Title: Department Chair

Phone Number: 808-974-7767

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Change of existing code

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Major: General Business Major Description: General Business Management Is this major financial aid eligible? YES NO

Is the major code being used the same way at other UH campuses? YES NO Comment: GBUS is specific to UH Hilo

Does the same or similar major code exist in Banner? YES NO If YES, please list code: GBUS

Concentration (if applicable): Marketing (MKT) Concentration Description: Concentration in Marketing (MKT)

Is the concentration code being used the same way at other UH campuses? YES NO

Does the same or similar concentration code exist in Banner? YES NO If YES, please list code: _____

Attach concentration to program code? YES NO

Level: Undergraduate Graduate First-Professional Other: _____

Degree/Certificate: Bachelor of Business Administration

College: College of Business and Economics Department: Business Administration

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO

If requesting a program name change, will the old code be available for:

Recruitment? YES NO List the end term of old code: _____

Admissions? YES NO List the end term of old code: _____

General Student? YES NO List the end term of old code: _____

Academic History? YES NO List the end term of old code: _____

NEW Subject Alpha/Code Effective Term (semester/year): _____

Code: _____ Description: _____

College: _____ Department: _____

Does the same or similar subject code exist in Banner? YES NO If YES, please list code: _____

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NEW Program Code Effective Term (semester/year): Fall 2011

Major: General Business Major Description: General Business Management Is this major financial aid eligible? YES NO

Is the major code being used the same way at other UH campuses? YES NO Comment: GBUS is specific to UH Hilo

Does the same or similar major code exist in Banner? YES NO If YES, please list code: GBUS

Concentration (if applicable): Management (MGT) Concentration Description: Concentration in Management (MGT)

Is the concentration code being used the same way at other UH campuses? YES NO

Does the same or similar concentration code exist in Banner? YES NO If YES, please list code: _____

Attach concentration to program code? YES NO

Level: Undergraduate Graduate First-Professional Other: _____

Degree/Certificate: Bachelor of Business Administration

College: College of Business and Economics Department: Business Administration

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO

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General Student? YES NO List the end term of old code: _____

Academic History? YES NO List the end term of old code: _____

NEW Subject Alpha/Code Effective Term (semester/year): _____

Code: _____ Description: _____

College: _____ Department: _____

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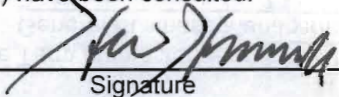
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Other: _____



UNIVERSITY
OF HAWAI'I
HILO

March 10, 2011

MEMORANDUM

TO: Linda K. Johnsrud
Vice-President for Academic Planning and Policy

VIA: Donald Straney *D.O. Straney*
Chancellor
University of Hawai'i at Hilo

FROM: Kenith Simmons *[Signature]*
Interim Vice Chancellor for Academic Affairs

SUBJECT: New Banner Codes for Concentrations under the BBA GBUS major

After appropriate review by the UH Hilo review committees, I have approved the Concentrations in Finance, Management, and Marketing under the GBUS major of the BBA.

We request the following Banner codes for this program:

Name of Concentration: Finance	Code (FIN)
Name of Concentration: Management	Code (MGT)
Name of Concentration: Marketing	Code (MKT)

The new concentrations facilitate marketing of the BBA program to students, and will also simplify academic advising and program planning for the students. Student and employer requests have been major inspirations for this action.

Thank you for your assistance in notifying the appropriate University offices so this program will be reflected properly in the University's operational and reporting systems.

Cc: Marcia Sakai, Dean, College of Business and Economics
Cathy Zenz, Registrar
Kainoa Ariola, Director, Advising Center
Luoluo Hong, Vice Chancellor for Student Affairs
Pearl Imada Iboshi, Director, UH System Institutional Research Office
Joanne Itano, Director, Academic Planning and Policy
Harry W. Hennessey, Chair of Business Administration

College of Business & Economics

200 W. KĀWILI STREET
HILO, HAWAI'I 96720-4091
PHONE: (808) 974-7400
FAX: (808) 974-7685

www.uhh.hawaii.edu/~business