

UNIVERSITY OF HAWAII
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: January 14, 2013	Effective term of request (Semester-Year): Spring 2013
Name: Shelley Ota	Title: Division Chair
Campus: Leeward Community College	Office/Department: Business Division
Phone: 455-0345	Email: sota@hawaii.edu

1. PROGRAM CODE/MAJOR CODE/CONCENTRATION CODE Banner forms: SM/APRLE/SG/AGURR/ST/VA/MAIR

Institution: Leeward Community College	College: Leeward CC	Department: Business
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code:		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree:	Certificate: Certif. of Comp. E-Commerce for Entrepreneurs	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: ECEN <small>Code</small>	Existing Concentration: <small>Code</small>	Description <small>Description</small>
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner: <small>Description [30 char/space limit]:</small>		
If a similar major/concentration code exists in Banner, please list the code:		
Is this major/concentration code being used the same way at other UH campuses? NO		
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
Should this program be available for applicants to select as their planned course of study on the online application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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Replacing or eliminating an existing program code:
 If replacing an existing program code, are current students "grandfathered" under the old code? Yes No

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

Will the old program code be available for:

Banner Module	Yes	No	Ending Term (Semester-Year)
Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2013
Recruitment		X	
Admissions		X	
General Student		X	
Academic History		X	

2. CERTIFICATES ONLY:

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No
 (Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

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

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE	
Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

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Banner form: STVSUBJ	
4- NEW COURSE SUBJECT CODE (Subject Alpha)	
College: N.A.	Department: N.A.
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:

Banner form: STVMINR	
5- NEW MINOR (Minor codes are listed on the major code table)	
Minor Code [4 char/space limit]: N, A,	Minor Description [30 char/space limit]: N, A.

Please briefly describe your request and explain why you are requesting the code(s):

Deleting the program as it has not had any completers in many years.

Banner form: STVMINR	
SUPPORTING DOCUMENTATION Please see the Code Request Guide for the required supporting documents to be submitted.	
Documents submitted with this form:	
<input type="checkbox"/>	Board of Regents meeting minutes and supporting documents provided to the BOR
<input type="checkbox"/>	Memo from UH President
<input checked="" type="checkbox"/>	Memo from Chancellor
<input type="checkbox"/>	Curriculum (required for requests for new programs/majors/minors/certificates)
<input type="checkbox"/>	Gainful Employment Program notification to the US Department of Education
<input type="checkbox"/>	Other: _____

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CAMPUS VERIFICATION	
Requestor Signature <u>Shelly Ota</u>	Date <u>1/18/13</u>
Registrar (If different from Requestor) Jane1 Oshiro	Date <u>01/24/13</u>
Print name _____ Email/memo in lieu of Registrar's signature may be attached _____	Signature _____ Date _____
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) AiLeen Lum-Akana	Date <u>01/24/13</u>
Print name _____ Email/memo in lieu of Financial Aid Officer's signature may be attached _____	Signature _____ Date _____
For Community Colleges, verification of consultation with OVPCC Academic Affairs:	
Print name _____ Email/memo in lieu of signature may be attached _____	Signature _____ Date _____

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
 1633 Bachman Place
 Sinclair Annex 2, Room 4
 Honolulu, HI 96822
 Email: iro-mail@lists.hawaii.edu
 Fax: 808-956-9870
 Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

FOR INTERNAL USE ONLY	
Program code [12]: _____	Date form/docs received: _____
CIP code [6]: _____	Program Description [30]: _____
	CIP description [30]: _____




UNIVERSITY of HAWAII
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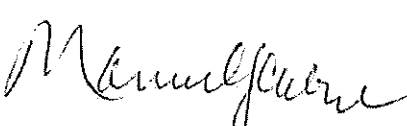
Office of the Chancellor

January 9, 2013

MEMORANDUM

TO: Linda Johnsrud
Office of the Executive Vice President for Academic Affairs/Provost

VIA: Michael Pecsok 
Vice Chancellor for Academic Affairs

FROM: Manuel J. Cabral 
Chancellor

SUBJECT: Elimination of E-Commerce for Entrepreneurs

I have approved to terminate the Certificate of Competence for E-Commerce for Entrepreneurs effective Fall 2013. The reason for elimination of this certificate is due to lack of demand. No E-Commerce certificate has been awarded in the past 5 years.

Attachment

c Division Chairs
James Goodman
Ron Umehira
Della Anderson
Nancy Buchanan
Alicia Brown
Candy Hochstein
Michael Lane
Pearl Imada-Iboshi

96-045 Ala 'Ike
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UNIVERSITY of HAWAII
LEEWARD
COMMUNITY COLLEGE

MEMORANDUM

TO: Michael Lane, Curriculum Committee chair
Paul Lococo, Faculty Senate chair
Ron Umehira, Dean CTE
Mike Pecsok, VCAA

SUBJECT: CCP E-Commerce for Entrepreneurs Deletion

The Business Division met on 9/25/12 and voted 13-0-0 to delete the CCP in E-Commerce with a fall 2013 effective date. The certificate was part of an older, larger program that has been whittled down to this CCP, which the Division will now no longer offer. There has been no awardee for this certificate in many years.

Shelley Ota, BT Division chair

Paul Lococo

Michael Lane

Ron Umehira

Mike Pecsok

