UNIVERSITY
of HAWAI'I°
HILO

9 March 2014

MEMORANDUM

TO: Joanne Itano, Interim Executive Vice President for
         Academic Affairs, University of Hawai'i System

VIA: Donald Straney, Chancellor
         University of Hawai'i at Hilo

FROM: Matthew Platz, VCAA
         University of Hawai'i at Hilo

SUBJECT: Code Request: Subject Certificate in Accounting
         Offered through the College of Business and Economics

We request the Banner code ACC for the subject certificate in Accounting offered through the UH Hilo College of Business and Economics (COBE) under the Board-approved BBA in Business Administration.

Academic Subject Certificate in Business Administration: Accounting   Code: ACC

The certificate has successfully completed the curriculum review process at UH Hilo.

The program is comprised of existing Finance courses.

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

Cc   Krishna Dhir, Dean, College of Business and Economics
      Cathy Travis, Registrar
      Luoluo Hong, Vice Chancellor for Student Affairs

200 W. Kāwili St.
Hilo, Hawai'i 96720-4091
Telephone: (808) 932-7332
Fax: (808) 932-7338
hilo.hawaii.edu/uhh/vcaa
An Equal Opportunity/Affirmative Action Institution

Curriculum for Certificate in Accounting

Certificate in Accounting

Pre-Certificate Core (each with a grade of C or better) (9 credit hours)

ACC 201 (3) Intro to Financial Accounting (Pre: Sophomore Standing)

MATH 104F (3) Pre-calculus Math (or MATH 104 or MATH 115 or MATH 205 or higher)

ACC 202 (3) Intro to Managerial Accounting (Pre: Acc201)

Certificate Core (each with a grade of C or better) (15 credit hours)

ACC 350 (3) Intermediate Accounting I (Pre: Acc 201)

ACC 352 (3) Individual Income Tax (Pre: Acc 201)

ACC 351 (3) Intermediate Accounting II (Pre: Acc 350)

ACC 454 (3) Auditing (Pre: Acc 351)

Finance, Accounting or Economics Elective (3) (300 or 400 level course)

Total credit hours including Pre-Certificate Core: 24 credit hours

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: March 9, 2014	Effective term of request (Semester-Year): Fall 2014
Name: Jean Ippolito	Title: Curriculum Planning Liaison
Campus: University of Hawaii at Hilo	Office/Department: Academic Affairs
Phone: 808 932-7112	Email: jippolit@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE   Banner forms: SMAPRLE, SOACURR, STVMAJR

Institution: UH Hilo (HIL)	College: Business and Economics	Department: Business

☑ New program code   ☐ Change/replace existing program code: SC-ACC

Level: ☑ Undergraduate   ☐ Graduate   ☐ First-Professional   ☐ Post-Baccalaureate   ☐ Other:

Degree:	Certificate: ASC Academic Subject Certificate

If requesting an existing Major code and/or Concentration code in Banner:

Existing Major: Code   Description   Existing Concentration: Code   Description

If requesting a new ☑ Major code or ☐ Concentration code that does not exist in Banner:

New Code [4 char/space limit]:   ACC   Description [30 char/space limit]: Accounting

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?

Is 50% or greater of the classes in this program offered at a location other than the Home Campus?   ☐ Yes   ☑ No
       (Please consult your Financial Aid Officer on Program Participation Agreement impact)

Is this program/major/certificate financial aid eligible?   ☐ Yes   ☑ No   (Financial Aid Officer consultation required for all new program codes)

Should this program be available for applicants to select as their planned course of study on the online application?   ☐ Yes   ☑ No
       (If yes, students may select the code as their only program of study.)

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	☐	☐	_____
Recruitment	☐	☐	_____
Admissions	☐	☐	_____
General Student	☐	☐	_____
Academic History	☐	☐	_____

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　　Banner forms: STVCAMP, STVCOLL, STVDIVS, STVDEPT

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

5. NEW MINOR (Minor codes are listed on the Major code table)	Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:

Please briefly describe your request and explain why you are requesting the code(s):
I am requesting the code for this major because the University of Hawaii at Hilo in conjunction with what is now Hawaii Community College offered this program years prior to 1982-1983. Since our office is entering pre-banner (Microfilm) records into Banner, we are in need of this code to enter the degree that a student earned.

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

UNIVERSITY OF HAWAIʻI
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION		
Requestor Signature _Van M. Ippolito_		Date _Mar. 27. 2014_

Registrar (If different from Requestor)

Cathy A. Travis   _Cathy A. Travis_   _3/25/14_

Print name   Signature   Date

Email/memo in lieu of Registrar's signature may be attached

Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)

Lynette Egusa   _Lynette Egui_   _3/28/14_

Print name   Signature   Date

Email/memo in lieu of Financial Aid Officer's signature may be attached

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

Print name   Signature   Date

Email/memo in lieu of signature may be attached

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)

1633 Bachman Place	Email: iro-mail@lists.hawaii.edu
Sinclair Annex 2, Room 4	Fax: 808-956-9870
Honolulu, HI 96822	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	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

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