

UNIVERSITY OF HAWAII
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	
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code: SC-FIN			
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: ASC Academic Subject Certificate	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major:		Existing Concentration:	
Code	Description	Code	Description
If requesting a new <input checked="" type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:			
New Code [4 char/space limit]: FIN		Description [30 char/space limit]: Finance	
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? <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>			

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

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 type="checkbox"/>	_____
	Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
	General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

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, STV_COLL, 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]:

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

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
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <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 checked="" 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: _____

UNIVERSITY OF HAWAII'
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION		
Requestor Signature <u>Tom M. Ippolito</u>	Date <u>Mar. 27, 2014</u>	
Registrar (If different from Requestor) <u>Cathy A. Travis</u>	<u>Cathy A. Travis</u>	<u>3/28/14</u>
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)		
<u>Lynette Egusa</u>	<u>Lynette Egusa</u>	<u>3/28/14</u>
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]:



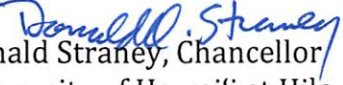
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Office of the Vice Chancellor for Academic Affairs

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 Finance
Offered through the College of Business and Economics

We request the Banner code FIN for the subject certificate in Finance 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: Finance Code: FIN

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

Curriculum for Certificate in Finance

The Certificate in Finance provides extensive knowledge in the area of finance to non-Bachelor of Business Administration majors and students who have previously earned a Bachelor's degree. The certificate provides students knowledge and skills for a successful career in finance and prepares them for license and certification exams.. At least 50% of the course work must be completed at UH Hilo. All courses are currently available and offered regularly in the Bachelor of Business Administration Degree program.

Required courses are:

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)

ECON 130 (3) Intro to Microeconomics

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

FIN 320 (3) Principles Bus Finance (Pre: Accounting 201 and Math 104F - or MATH 104 or MATH 115 or MATH 205 or higher -)

FIN 321 (3) Investment & Securities Analysis (Pre: Fin 320)

FIN 322 (3) Corporate Finance (Pre: Fin 320)

Finance Elective (3) (300 or 400 level course)

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

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