

**University of Hawai'i
Code Request Form**

I. REQUESTOR CONTACT INFORMATION

Name: Louise Pagotto
 Title: Vice-Chancellor for Academic Affairs
 Phone Number: 734-9517
 Email Address: pagotto@hawaii.edu
 Campus/Office/Department/Address: Instructional Services Office,
 4303 Diamond Head Road
 Honolulu, HI 96816

Action Requested:
 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): 200910 **201010**
 Major: CC-LGRW Major Description: Legal Research & Writing Is this major financial aid eligible? YES NO
 Is the major code being used the same way at other UH campuses? YES NO Comment: _____
 Does the same or similar major code exist in Banner? YES NO If YES, please list code: _____

Concentration (if applicable): _____ Concentration Description: _____
 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: Certificate of Completion, Legal Research & Writing
 College: Kapi'olani Community College **LE** Department: Legal Education **LEGL**

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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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](http://www.hawaii.edu/vpaa/cms/guide%20to%20acad%20prog%20121006.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

IV. CAMPUS VERIFICATION

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

Louise Pagotto, Vice-Chancellor for Academic Affairs
Name of Requestor (print or type)

Signature

Louise Pagotto 11/9/07

Date

Send completed form with supporting documentation to:

Institutional Research Office (Attn: Lynn Inoshita or Christine Shaw) • 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: _____
Major code: YES NO
Concentr. code: YES NO
Program code: YES NO
Subject code: YES NO

NOTES: _____

Entered into SMAPRLE/SOACURR: _____

Code processing completion date: _____

Entered into STVMAJR: _____

Copies sent to: _____

Entered into STVSUBJ: _____

KAPI'OLANI COMMUNITY COLLEGE
University of Hawai'i
PROGRAM ACTION REQUEST (Form: 2/22/02)

(Attach an Action Request Memorandum Stating the Justification for This Request;

Submit One Request for Each Proposal)

1a. Type of Program Action (please choose one, omit others) **Addition**

1b. If modification of an existing program, what kind of modification? (choose from list, omit inappropriate)

Changing the program alpha, , Changing the number of program credits, Changing the program name, Modifying list of required courses in the curriculum, Adding/Deleting/Modifying program prerequisites, Updating program for accreditation review, Modifying program description, Modifying program competencies,

1c. If new program, attach a program proposal for the Board of Regents, attach a copy of the "permission to plan" documents.

2. Program Type (please choose one, omit others) **CERTIFICATE OF COMPLETION**

3. Program Name and Program Description:

CERTIFICATE OF COMPLETION IN LEGAL RESEARCH AND WRITING (12 CREDITS)

The Certificate of Completion in Legal Research and Writing indicates that a paralegal student has exceeded the minimum requirements for legal research and writing and has achieved an advanced level of competency in these two critical areas. It clusters three related courses on legal research and writing and one on basic writing skills to create a certificate evidencing a superior degree of skill in the area of legal research and writing.

4. Effective Term (semester/year): **Fall / 2009**

5. Revise page 366 in the 2007-2008 version of the KCC General Catalog.:

6. Is this program offered at another UH Campus? (please choose one, omit other) **NO**.

If YES, specify campus, and program name. If NO, why is this program offered at KCC: This certificate of completion will be part of the Paralegal program, which is only offered at KCC.

7. Justification

This certificate is applicable to three types of students: those who seek to excel in legal research and writing in the paralegal field as demonstrated by a thorough academic background in the area; potential paralegals with limited time who want to concentrate in a specific area of law; and existing paralegals who seek to upgrade their skills but who do not necessarily seek to receive a degree. By clustering related courses on legal research and writing, a student can demonstrate to an employer a superior degree of skill in legal research and writing. The four courses that make up the certificate are:

- ENG 100 (Composition I) or ESL 100 (Composition I)
- LAW 102 (Legal Research)
- LAW 203 (Legal Writing)
- LAW 282 (Advanced Computer-assisted Legal Research)

The first three courses are required courses for the paralegal A.S. degree, and the fourth is an advanced legal specialty LAW course

Legal research and writing require analytic skills, a key function for paralegals. While paralegals generally work under the supervision of an attorney, they can perform many functions that an attorney does, including researching legal issues and drafting the associated legal documents, such as office memos, trial motions and supporting memoranda, and pleadings. While an attorney must review and sign documents filed in court, the expectation is that the work a paralegal does will be at a competent level. This certificate of completion will demonstrate to employers that the student has superior capability in these areas. These changes were approved by the Legal Education Department Advisory Committee at its November 5, 2007 meeting.

Program student learning outcomes: Upon successful completion of the Certificate of Completion in Legal Research and Writing, the student should be able to:

- Demonstrate oral and written skills required on the job. (e.g., transmits knowledge and ideas orally and in writing, follows instructions, consistently demonstrates good writing and drafting skills, exercises interpersonal skills)
- Demonstrate basic principles of legal analysis and apply critical thinking skills. (e.g., makes logical and rational decisions, possesses problem-solving abilities, performs legal research, performs investigative functions)

- Demonstrate organizational skills and prioritize assignments and utilize time efficiently. (e.g., adheres to deadlines, reliable and responsible, makes efficient use of resources and office time, assumes leadership roles when appropriate, willingness to assume additional responsibilities)
- Use technology effectively to research legal issues and cases and to prepare, edit, and transmit messages and legal documents. (e.g., ability to draft pleadings and other court documents, ability to draft non-court documents, ability to conduct online legal research, uses computer effectively)

CERTIFICATE OF COMPLETION CURRICULUM, LEGAL RESEARCH AND WRITING (12 CREDITS)		
Course	Title	Credits
Required Courses (12 credits)		
ENG 100 or ESL 100	Composition I	3
LAW 102	Legal Research	3
LAW 203	Legal Writing	3
LAW 282	Advanced Computer-assisted Legal Research	3
TOTAL		12
<p><i>The issuance of a Certificate of Completion requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required for the certificate.</i></p> <p><i>Please note: For the Certificate of Completion, Legal Research and Writing, a grade of "C" or better is required for all LAW courses applicable to the certificate.</i></p>		

Requested by: Susan Jaworowski Legal Education 9/26/08
 (Name) (Department) (Date)

Susan Jaworowski Legal Education 10/17/07
 (Department Chairperson) (Date of Department Vote)

Approved by: [Signature] 12/1/08
 (Curriculum Chairperson) (Date)

[Signature] 12/8/08
 (Faculty Senate Chairperson) (Date)

[Signature] 1/3/09
 (Vice Chancellor for Academic Affairs) (Date)

[Signature] 2/20/09
 (Chancellor) (Date)

Subject Re: Kapiolani Code Request: CC-LGRW
From Lynn T Inoshita <inoshita@hawaii.edu>
Date Monday, January 18, 2010 7:19 am
To "S. Pope" <spope@hawaii.edu> , Melissa M Tome <mtome@hawaii.edu>
Cc Christine A Shaw <cshaw@hawaii.edu>

Thanks Susan.

Melissa, please create new program code, CC-LGRW, in smaprle and soacurr. Thanks!

Lynn

----- Original Message -----

From: "S. Pope" <spope@hawaii.edu>
Date: Monday, January 11, 2010 11:43 am
Subject: Re: Kapiolani Code Request: CC-LGRW
To: Lynn T Inoshita <inoshita@hawaii.edu>
Cc: Melissa M Tome <mtome@hawaii.edu>, Christine A Shaw <cshaw@hawaii.edu>

> Thank you! Looks good! Yes, 201010 is correct.

>

> On Sat, Jan 9, 2010 at 3:08 PM, Lynn T Inoshita <inoshita@hawaii.edu> wrote:

> Susan,

>

> Please review the corrections made in red to the attached code request form for CC-LGRW. If OK, we will proceed in creating the new CC-LGRW program code in banner. Your prompt attention to this is appreciated.

>

> Thanks!

>

> Lynn

>

Subject Re: New Entries to STVMAJR: LGRW and STRM
From Lynn T Inoshita <inoshita@hawaii.edu>
Date Monday, January 18, 2010 7:49 am
To Melissa M Tome <mtome@hawaii.edu> , Aaron Michimasa Yamane <yamanea@hawaii.edu>
Cc Christine A Shaw <cshaw@hawaii.edu>

Melissa and Aaron,

An update--the description for STRM was changed to "Princp of Sustainable Tourism" per campus preference for truncating "principles" instead of "tourism."

Thanks.

Lynn

----- Original Message -----

From: Lynn T Inoshita <inoshita@hawaii.edu>
Date: Saturday, January 9, 2010 3:18 pm
Subject: New Entries to STVMAJR: LGRW and STRM
To: Melissa M Tome <mtome@hawaii.edu>, Aaron Michimasa Yamane <yamanea@hawaii.edu>
Cc: Christine A Shaw <cshaw@hawaii.edu>

> Melissa and Aaron,
>
> The following new major codes were added to STVMAJR:
>
> Code: LGRW
> Description: Legal Research & Writing
> CIPC/SEVIS: 220302
> Major box: checked
> Financial aid eligibility box: checked
>
> Code: STRM
> Description: Principles of Sustainable Tour ("tour" was truncated from "tourism" due to character limitation)
> CIPC/SEVIS: 520999
> Major box: checked
> Financial aid eligibility box: unchecked
>
> Please let me know if you have any questions. Thanks.
>
> Lynn

