University of Hawai'i
Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: **Kay Ono**

Title: **Program Coordinator – Business Technology**

Phone Number: **808-455-0223; 455-0344**

Email Address: **kayono@hawaii.edu**

Campus/Office/Department/Address:

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:

X
☒ NEW Program Code   Effective Term (semester/year): **Fall 2009**

Major: **BUSN**   Major Description: **Business Technology**   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: ~~BUSN~~
X

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

X
Level: ☒Undergraduate ☐Graduate ☐First-Professional ☐Other: _____

Degree/Certificate: **Certificate of Completion – Administrative Support**

College: **Leeward Community College**   Department: **Business Division**

If requesting a program name change, will current students be grandfathered in under the old program name? **N/A** ☐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 **N/A** 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

University of Hawaiʻi
Code Request Form

☒ **OTHER:** New certificate: Certificate of Completion - Administrative Support for Leeward CC's Business Division, Business Technology Program.

Please briefly describe your request and explain why you are requesting the codes: This certificate needs to be entered into Banner. Approval of this new certificate is documented in the Leeward CC Chancellor's memorandum dated September 4, 2009.
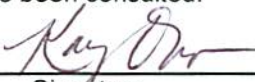
III. SUPPORTING DOCUMENTATION

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

IV. CAMPUS VERIFICATION

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

Kay Ono | *[signature]* | February 2, 2010
Name of Requestor (print or type) | Signature | 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: NOTES:
Major code: ☐YES ☐NO
Concentr. code: ☐YES ☐NO
Program code: ☐YES ☐NO
Subject code: ☐YES ☐NO

Entered into SMAPRLE/SOACURR: _____ Code processing completion date: _____
Entered into STVMAJR: _____ Copies sent to: _____
Entered into STVSUBJ:

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UNIVERSITY OF HAWAII
LEEWARD
COMMUNITY COLLEGE

September 4, 2009

MEMORANDUM

TO: Linda Johnsrud
Vice President for Academic Planning & Policy

VIA: Michael Pecsok
Vice Chancellor for Academic Affairs

FROM: Manuel J. Cabral
Chancellor

SUBJECT: Curriculum Approval

I have approved the following certificates effective Fall 2009. The certificate approvals can be found at: http://emedia.leeward.hawaii.edu/central/index.asp.

New Certificates

Certificate of Competence – Web Programming
Certificate of Completion – Administrative Support
Certificate of Completion – Health Information Technology
Certificate of Completion – Management Essentials

Modified Certificates

Academic Subject Certificate – Business Technology
Academic Subject Certificate – Community Food Security
Associate in Science – Business Technology
Certificate of Achievement - Accounting
Certificate of Achievement – Business Technology
Certificate of Completion – Business Technology
Certificate of Completion – Health Care Management

c Division Chairs
James Goodman
Michael Tagawa
Nancy Buchanan
Kathy Hill
Candy Hochstein
Ann Berner
Sharyn Nakamoto