

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

I. REQUESTOR CONTACT INFORMATION

Name: Ross Higa
 Title: Program Coordinator – Management
 Phone Number: 808-455-0618
 Email Address: higaross@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:

NEW Program Code Effective Term (semester/year): Fall 2009
 Major: MGT Major Description: Management 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: -MGT

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 – Management Essentials
 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

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OTHER: _____

Please briefly describe your request and explain why you are requesting the codes: The certificate needs to be entered into Banner.

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

Ross R. Higa

Tom R. [Signature]

03/09/2010

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:

Major code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Concentr. code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Program code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Subject code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

NOTES:

Entered into SMAPRLE/SOACURR: _____

Entered into SITVMAJR: _____

Entered into SITVSUBJ: _____

Code processing completion date: _____

Copies sent to: _____



September 4, 2009

MEMORANDUM

TO: Linda Johnsrud
Vice President for Academic Planning & Policy

VIA: Michael Pecsok *M. Pecsok*
Vice Chancellor for Academic Affairs

FROM: Manuel J. Cabral *Manuel Cabral*
Chancellor

SUBJECT: Curriculum Approval

I have approved the following certificates effective Fall 2009. The certificate approvals can be found at: <http://emedial.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