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

REQUESTOR CONTACT INFORMATION

Date: January 29, 2015	Effective term of request (Semester-Year): Fall 2015
Name: Stuart Lau	Title: Registrar
Campus: Manoa	Office/Department: Office of the Registrar
Phone: 956-5322	Email: stuartl@hawaii.edu

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

Institution: UH Manoa (MAN) ▼ College: 20, *College of Business Admin* Department: BUS, *Business*

☐ New program code   ☑ Change/replace existing program code: GBUS-MBA/USM

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

Degree: MBA	Certificate:

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

Existing Major: GBUS (Code)   Business Administration (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]: _____   Description [30 char/space limit]: _____

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.)

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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	☐	☒	Summer 2015
Recruitment	☐	☒	Summer 2015
Admissions	☐	☒	Summer 2015
General Student	☐	☒	Summer 2015
Academic History	☐	☒	Summer 2015

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

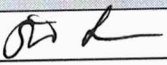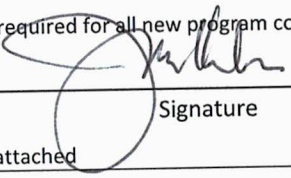|	
Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

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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):

Requesting new program code for move of program from college 50 to college 20. SFACPLR rules: Length - 2 years, Credential Level - 05 (Masters degree), Special Program - N (Not Applicable)

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 /OVCAA

☐ Curriculum (required for requests for new programs/majors/minors/certificates)

☐ Gainful Employment Program notification to the US Department of Education

☐ Other: _____

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CAMPUS VERIFICATION

Requestor Signature _____ Date _January 29, 2015_____

Registrar (If different from Requestor)

_____	_____	_____
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)

_Jodie Kuba_____	_____	_2/13/2015_
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
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
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: _2/17/15_
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

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RECEIVED

15 JAN 15 P3 59

MANOA CHANCELLOR'S
OFFICE

Office of Graduate Education
Office of the Dean

15 JAN 17 P 12 11

UNIVERSITY of HAWAI'I
MĀNOA

TO: Reed Dasenbrock
Vice Chancellor for Academic Affairs

FROM: Krystyna Aune
Dean of Graduate Education

DATE: January 8, 2015

RE: Change in reporting lines with Shidler College of Business

We would like to formally request your approval to move the following Shidler College of Business programs from Graduate Education (Banner college code 50) to ~~UHM~~ SHIDLER COLLEGE OF BUSINESS ~~Undergraduate Admissions and Records~~ (Banner college code 20).

1. Part Time MBA GBUS-MBA (PT-MBA) KAA SL 1/27/15
2. Full Time MBA GBUS-MBA/FT (FT-MBA) include Japan Focus
   GBUS-MBA/JMB (JEMBA) and China Focus (CIMBA)
3. Vietnam Executive MBA (VEMBA)
4. Executive MBA GBUS-MBA/CHM (EMBA)
5. Distance Learning Ex MBA (DLEMBA)
6. Masters of Human Resource Management (MHRM) HRM-MHRM
7. Masters of Accounting (MAcc) ACC-MACC
8. Masters of Financial Engineering (MFE) → STOPPED OUT/NO STUDENTS   _(Terminate →)_ SP 2015
9. United States International MBA GBUS-MBA/USM (USIMBA)
10. Grad Cert in Professional Accounting (GCPA) ACC-GCERT
11. Grad Cert in Entrepreneurship (GCE) ENTR-GCERT

Graduate Education will continue to oversee and maintain all admissions and records functions for the International Management PhD program (IM-PhD). Thank you for your support.

Approve / Disapprove

Reed Dasenbrock
Vice Chancellor for Academic Affairs

C: Stuart Lau – Registrar
Roxie Shabazz – Assistant Vice Chancellor for Enrollment Mgt & Director of Admissions