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UNIVERSITY OF HAWAII
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) <input type="checkbox"/>	College: 20, <i>College of Business Admin.</i>	Department: BUS, <i>Business</i>	
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: GBUS-MBA			
Level: <input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:			
Degree: MBA		Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: GBUS	Business Administration	Existing Concentration:	
<small>Code</small>	<small>Description</small>	<small>Code</small>	<small>Description</small>
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> 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? <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 checked="" type="checkbox"/> Yes <input 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 checked="" 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>			

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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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Summer 2015</u>
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Summer 2015</u>
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Summer 2015</u>
	General Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Summer 2015</u>
	Academic History	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Summer 2015</u>

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]:	

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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
<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 / <i>DVC&A</i> <input 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: _____

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CAMPUS VERIFICATION		
Requestor Signature _____ <i>JDR</i>	Date <u>January 29, 2015</u>	
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)		
<u>Jodie Kuba</u>	<u><i>Jodie Kuba</i></u>	<u>2/13/15</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]:



UNIVERSITY of HAWAII MĀNOA

RECEIVED

15 JAN 15 P 3 59

MANOA CHANCELLOR'S OFFICE

Office of Graduate Education Office of the Dean 15 JAN 17 P 12 11

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 (PT-MBA)
2. Full Time MBA (FT-MBA) include Japan Focus (JEMBA) and China Focus (CIMBA)
3. Vietnam Executive MBA (VEMBA)
4. Executive MBA (EMBA)
5. Distance Learning Ex MBA (DLEMBA)
6. Masters of Human Resource Management (MHRM)
7. Masters of Accounting (MAcc)
8. Masters of Financial Engineering (MFE)
9. United States International MBA (USIMBA)
10. Grad Cert in Professional Accounting (GCPA)
11. Grad Cert in Entrepreneurship (GCE)

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

2540 Maile Way, Spalding Hall 360 Honolulu, Hawaii 96822 Telephone: (808) 956-7541 Fax: (808) 956-4261