

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: March 9, 2014	Effective term of request (Semester-Year): Fall 2014
Name: Jean Ippolito	Title: Curriculum Planning Liaison
Campus: University of Hawaii at Hilo	Office/Department: Academic Affairs
Phone: 808 932-7112	Email: jippolit@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: UH Hilo (HIL)	College: Business and Economics	Department: Economics
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code: SC- APUR		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree:	Certificate: ASC Academic Subject Certificate	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major:	Existing Concentration:	
<small>Code</small>	<small>Description</small>	<small>Code</small>
If requesting a new <input checked="" type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]: APUR	Description [30 char/space limit]: Asia Pacific--U.S. Relations	
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 type="checkbox"/> Yes <input checked="" 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 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 type="checkbox"/>	_____
Recruitment		<input type="checkbox"/>	<input type="checkbox"/>	_____
Admissions		<input type="checkbox"/>	<input type="checkbox"/>	_____
General Student		<input type="checkbox"/>	<input type="checkbox"/>	_____
Academic History		<input type="checkbox"/>	<input type="checkbox"/>	_____

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):

I am requesting the code for this major because the University of Hawaii at Hilo in conjunction with what is now Hawaii Community College offered this program years prior to 1982-1983. Since our office is entering pre-banner (Microfilm) records into Banner, we are in need of this code to enter the degree that a student earned.

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 <input checked="" 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 <u>Van M. Ippolito</u>	Date <u>Mar. 27, 2014</u>	
Registrar (If different from Requestor)		
<u>Cathy A. Travis</u> Print name	<u>Cathy Travis</u> Signature	<u>3/28/14</u> 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>Lynette Egan</u> Print name	<u>Lynette Egan</u> Signature	<u>3/28/14</u> 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®
HILO

9 March 2014

MEMORANDUM

TO: Joanne Itano, Interim Executive Vice President for
Academic Affairs, University of Hawai'i System

VIA: *Donald L. Straney*
Donald Straney, Chancellor
University of Hawai'i at Hilo

FROM: Matthew Platz, VCAA *Matthew Platz*
University of Hawai'i at Hilo

SUBJECT: Code Request: Subject Certificate in Asia-Pacific—U.S. Economic
Relations offered through the College of Business and Economics

We request the Banner code APER for the subject certificate in Asia Pacific—U.S. Economic Relations offered through the UH Hilo College of Business and Economics (COBE) under the Board-approved BA in Economics.

Academic Subject Certificate in Economics: Asia-Pacific—U.S. Economic Relations
Code: APER

The certificate has successfully completed the curriculum review process at UH Hilo.

The program is comprised of existing economics courses.

Thank you for your assistance in notifying the appropriate University offices so that this program will be reflected properly in the University's operational and reporting systems.

Cc Krishna Dhir, Dean, College of Business and Economics
Cathy Travis, Registrar
Luoluo Hong, Vice Chancellor for Student Affairs

**Curriculum for Asia Pacific—U.S. Economics Relations
Academic Subject Certificate
College of Business and Economics, Economics Department**

Graduation Requirements

Students must complete at least 24 credits of college level courses in the following areas to receive the certificate.

1. Pre-certificate core: ECON 130 and 131, OR, with the consent of the department chair, ECON 100 and ECON 130.

2. Certificate Core:

At least two from the following economic courses:

- ECON 310, Economic Development
- ECON 360, International Trade
- ECON 361, International Finance
- ECON 380, Environmental/Natural Resources
- ECON 430, Quantitative Forecasts

At least one from the following economic courses

- ECON 330, Hawaiian Economy
- ECON 415, Southeast Asia—China Economic Relations
- ECON 416, Asia Pacific Economic Integration

At least one from the following business courses

- Accounting: ACC 350, ACC 354
- Finance: FIN 320
- Management: MGT 333
- Marketing: MKT 311, MKT 333
- Tourism: TOUR 340