

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

REQUESTOR CONTACT INFORMATION	
Date: 08/22/11	Effective term of request (Semester-Year): Fall 2011
Name: Terri Ota	Title: Academic Program Support Specialist
Campus: University of Hawaii-West Oahu	Office/Department: Academic Affairs Office
Phone: 454-4823	Email: tota@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRL, SOACURR, STVMAJR
Institution: UH West Oahu (WOA)	College: PS	Department: Professional Studies
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:		
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: BA-GBUS with concentration in Finance	Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major:	Existing Concentration:	
<small>Code Description</small>	<small>FIN Finance</small> <small>Code 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? No		
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 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, 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]:	


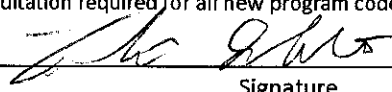
5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

The finance concentration would better serve students as the job market would favor students who graduate with more business related coursework. In addition, a recent external review report of UHWO's Business Administration program strongly recommended that Finance be added as a concentration.

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 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>Jessi Ota</u>		Date <u>8/15/11</u>
Registrar (If different from Requestor)		
Robyn Oshiro		<u>08/15/2011</u>
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)		
Lester Ishimoto		<u>8/16/11</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 Hawai'i – West O'ahu
**FORM FOR MODIFICATION OF ACADEMIC CONCENTRATION OR
CERTIFICATE PROGRAM**

1. Please indicate the following:

- a. Name of Academic Concentration or Certificate Program: Finance
- b. Deletions to current program requirements:
- c. Additions to current program requirements: Business Administration Major Requirements (exception – for students in the Finance concentration, ECON 302 is required instead of a Humanities elective).

Students with a concentration in Finance will complete:

FIN 307 Corporate Finance

In addition, twelve credits chosen from the following list (at least six credits FIN):

BUSA 308	Prin of Risk Management & Insurance
BUSA 324	Business Law
BUSA 326	Investments
BUSA 328	Personal Lines Insurance
BUSA 338	Commercial Insurance
BUSA 427	Topics and Cases in Business Finance
BUSA 428	Enterprise Risk Management
FIN 301	Personal Finance
FIN 322	Money & Capital Markets
FIN 340	Money & Banking
FIN 412	Futures & Options
FIN 461	International Finance
FIN 491	Entrepreneurial Service Learning
FIN 496	Selected Topics in Finance
FIN 499	Directed Reading and Research

- d. Deletions to current program prerequisites:
- e. Additions to current program prerequisites:
- f. New program narrative, if applicable (for course catalog): See Finance Track description on p.56 of catalog.

g. Modify program – deleted course(s):

Note: For all deleted courses, form CC2 should already be completed, submitted, and approved.

h. Modify program – added course(s):

Note: For all added courses, form CC1 should already be completed, submitted, and approved.

i. Location of primary references to modified program in current catalog (e.g., Modify requirements for Concentration in Psychology, p. 48): p. 56

2. Justification or rationale for program modification:

The Finance concentration would better serve our students under the Division of Professional Studies as the job market would favor students who graduate with more business related coursework. In addition, a recent external review report of UHWO's BABA program strongly recommended Finance be added as a concentration.

3. Will the proposed program modification require any additional resources?

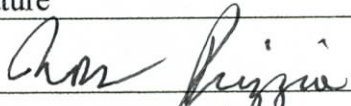

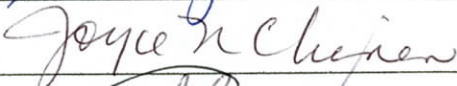
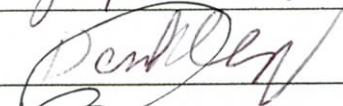

No Yes

If "yes," please explain: It would require, the addition of one or two full-time faculty to serve the concentration under Professional Studies.

4. Have all relevant personnel been consulted?

No Yes

If "yes," please obtain signatures of those who approve:

Name	Concentration	Signature
Ross Prizzia	Pub Ad	
Suzanne Falgout	Anthropology SSCI Chair	* 
Joyce Chinen	Sociology	
Derek Choy	Business	
Frank Kudo	Accounting	

* At this time, SSCI Division supports the development of a second Finance concentration within ProS Division's Business Administration major, one that requires other Business courses (vs. Social Sciences courses). If this results in transfer of faculty from SSCI to BusA, however, we request the transfer be accompanied by a new faculty in SSCI's Economics concentration.

5. Does this change request impact existing Articulation Agreements?

X No Yes

If "yes," have necessary revisions been made?

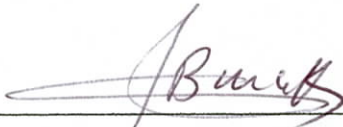
No Yes


6. Change requested by:

Faculty Member Signature: _____ Date _____

Division/Program Chair Signature _____ Date _____

7. Modification Approved by:

Curriculum Committee Chair  Date 3.18, 2011

Vice Chancellor AA  Date 4-7-11

Chancellor  Date _____
JUL 20 2011