9 March 2014

MEMORANDUM

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

VIA: Donald Straney, Chancellor
University of Hawai‘i at Hilo

FROM: Matthew Platz, VCAA
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
# CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

## REQUESTOR CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Date</th>
<th>March 9, 2014</th>
<th>Effective term of request (Semester-Year):</th>
<th>Fall 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Jean Ippolito</td>
<td>Title:</td>
<td>Curriculum Planning Liaison</td>
</tr>
<tr>
<td>Campus</td>
<td>University of Hawaii at Hilo</td>
<td>Office/Department:</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>Phone</td>
<td>808 932-7112</td>
<td>Email:</td>
<td><a href="mailto:jippolito@hawaii.edu">jippolito@hawaii.edu</a></td>
</tr>
</tbody>
</table>

## 1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE

<table>
<thead>
<tr>
<th>Institution</th>
<th>UH Hilo (HIL)</th>
<th>College:</th>
<th>Business and Economics</th>
<th>Department:</th>
<th>Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>New program code</td>
<td>☑</td>
<td>Change/replace existing program code:</td>
<td>SC-APUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level:</td>
<td>☑ Undergraduate</td>
<td>☐ Graduate</td>
<td>☐ First-Professional</td>
<td>☐ Post-Baccalaureate</td>
<td>☐ Other:</td>
</tr>
<tr>
<td>Degree:</td>
<td>Certificate:</td>
<td>ASC Academic Subject Certificate</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Existing Major:</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing Concentration:</td>
<td>Code</td>
<td>Description</td>
</tr>
</tbody>
</table>

If requesting a new ☑ Major code or ☐ 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? ☑ 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.)
### UNIVERSITY OF HAWAI'I
**CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES**

**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:      □ Yes    □ No    Ending Term (Semester-Year)
- Online Module
- Online Application
- Recruitment
- Admissions
- General Student
- Academic History

### 2. CERTIFICATES ONLY:

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? □ Yes    □ No

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

### 3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE

<table>
<thead>
<tr>
<th>Campus code [3 char]:</th>
<th>Campus description [30 char/ space limit]:</th>
</tr>
</thead>
<tbody>
<tr>
<td>College code [2 char]:</td>
<td>College description [30 char/ space limit]:</td>
</tr>
<tr>
<td>Division code [4 char/ space limit]:</td>
<td>Division description [30 char/ space limit]:</td>
</tr>
<tr>
<td>Department code [4 char/ space limit]:</td>
<td>Department description [30 char/ space limit]:</td>
</tr>
</tbody>
</table>

Banner forms: STVCAMP, STVCOLL, STVDIVS, STVDEPT
4. NEW COURSE SUBJECT CODE (Subject Alpha)

<table>
<thead>
<tr>
<th>College:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject code [4 char/space limit]:</td>
<td>Subject description [30 char/space limit]:</td>
</tr>
</tbody>
</table>

Banner form: STVSUBJ

5. NEW MINOR (Minor codes are listed on the Major code table)

| Minor Code [4 char/space limit]: | Minor Description [30 char/space limit]: |

Banner form: STVMAJR

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

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
- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: ____________________________
UNIVERSITY OF HAWAI‘I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

<table>
<thead>
<tr>
<th>CAMPUS VERIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor Signature: John M. Ippolito</td>
</tr>
<tr>
<td>Registrar (If different from Requestor): Kathy A. Travis</td>
</tr>
</tbody>
</table>

Email/memo in lieu of Registrar’s signature may be attached

| Financial Aid Officer (Financial Aid Officer consultation required for all new program codes): Lynnette Engen | Signature: | Date: 3/28/14 |

Email/memo in lieu of Financial Aid Officer’s signature may be attached

For Community Colleges, verification of consultation with OVPCC Academic Affairs:

<table>
<thead>
<tr>
<th>Print name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>FOR INTERNAL USE ONLY</th>
<th>Date form/docs received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program code [12]:</td>
<td>Program Description [30]:</td>
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<tr>
<td>CIP code [6]:</td>
<td>CIP description [30]:</td>
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