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Attach
 Concentration

UNIVERSITY OF HAWAII
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 06/04/15	Effective term of request (Semester-Year): Fall 2015
Name: Terri Ota	Title: Academic Program Specialist
Campus: UH West Oahu	Office/Department: Academic Affairs
Phone: 689-2314	Email: tota@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution: UH West Oahu (WOA) <input type="checkbox"/>	College: SO <input checked="" type="checkbox"/> <i>Social Sciences</i>	Department: SSCI <input checked="" type="checkbox"/> <i>Social Science</i>	
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code: <i>BA-SSCI-PSY</i>			
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: <i>BA-SSCI BA</i>		Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: <i>SSCI</i> Code <i>Social Science</i> Description		Existing Concentration: <i>PSY</i> Code <i>Psychology</i> Description	
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 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]:	


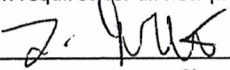
Please briefly describe your request and explain why you are requesting the code(s):

The BA in Social Sciences with concentration in Psychology has been approved to be delivered via distance. Requesting for an admission code for Neighbor Island students, similar to the BA-SSCI POLS (see attached sample). The BA-SSCI was previously approved for distance delivery; current concentrations include the Applied Track, Early Childhood Education and Political Science.

New CPC BA-SSCI-PSY

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>to VPAA</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 <u>Juan Ota</u>		Date <u>06/04/15</u>
Registrar (If different from Requestor) <u>Robyn Oshiro</u> Print name	<u></u> Signature	<u>06/04/2015</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>LESTER USUMARO</u> Print name	<u></u> Signature	<u>6/8/15</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: <u>6/16/15</u>
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:



UNIVERSITY of HAWAII WEST O'AHU

Vice Chancellor for Academic Affairs Office

May 15, 2015

MEMORANDUM

To: Dr. Risa Dickson Vice President for Academic Affairs
Via: Dr. Rockne Freitas Chancellor
From: Doris Ching Interim Vice Chancellor for Academic Affairs

UNIVERSITY OF HAWAII PRESIDENT'S OFFICE

15 JUN 16 AM 11:56

RECEIVED

Subject: Request for program code for new mode of delivery of the BA in Social Sciences (BA-SSCI) with concentration in Psychology

This is to inform you that the following change in mode of delivery for the BA in Social Sciences (BA-SSCI) with concentration in Psychology at UH-West O'ahu has been approved by Chancellor Freitas and, further, to request a program code to accommodate the new mode of delivery:

Degree: Bachelor of Arts in Social Sciences
Additional mode of delivery, concentration: Psychology
Approval Date: 05/04/15
Effective Date: Fall 2015

This program is less than 50% online, and was previously approved as a degree program to be delivered online. Other BA-SSCI concentrations currently offered online are: Applied Track, Early Childhood Education, and Political Science. Your assistance in facilitating this request for a program code to accommodate the new mode of delivery in the BA-SSCI concentration in Psychology will be greatly appreciated.

Enclosure

Cc: Joanne Itano, Associate Vice President for Academic Affairs
Pearl Iboshi, Director, IRAO

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:
BA in SSCI with concentration in PSY; program will be offered online as well as in-person modality.
- b. Deletions to current program requirements:
- c. Additions to current program requirements:
- d. Deletions to current program prerequisites:
- e. Additions to current program prerequisites:
- f. New program narrative, if applicable (for course catalog):
- g. Modify program – deleted course(s): none

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

- h. Modify program – added course(s): none

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):
Pg. 70, in the General Education portion of the SSCI division section, add “and Psychology” to the programs offered via distance education.

pg 87, in the Distance Education section in the catalog, add a Psychology section:

PSYCHOLOGY (PSY)

The Bachelor of Arts in Social Sciences with a concentration is offered in both distance and in-person modalities. See program requirements on pages XX-XX (refer back to SSCI section in the catalog)

2. Justification or rationale for program modification:

The Psychology program has high interest on the neighbor islands, and currently, there is no distance program in Psychology available to them in the UH system. Psychology will be adding 2 additional positions Fall 2015, and retaining an instructor position, so at that time, will have the capacity to meet the needs for this change.

This change is only to add this mode of delivery.

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

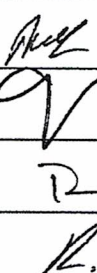

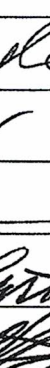


No Yes

If "yes," please explain:

4. Have all relevant personnel been consulted?

No Yes

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

Name	Concentration	Signature
Amy Coyle	SASS	
GARYN TEUKA	PSYCH	
RICHARD LANGFORD	PSY	
RICHARD CASTILLO	PSY	
Mark Hanson	PSY	

5. Does this change request impact existing Articulation Agreements?

No Yes

If "yes," please identify articulation agreements by name/title:

If "yes," have necessary revisions been made?

No Yes


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

Name	Concentration	Signature

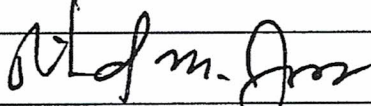
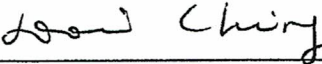
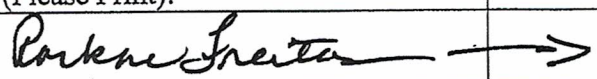
6. Modification requested by:

Requester Name (Please Print):	Requester Signature	Date

7. Modification Reviewed by:

Division/Program Chair (Please Print)	Chair Signature	Date
Mark Hanson		4/27/2015


8. Modification Approved by:

Curriculum Chair Name (Please Print):	CC Signature	Date
RICHARD M. JONES		4/28/2015
Vice Chancellor Academic Affairs (Please Print):	VCAA Signature	Date
Doris Ching		4-30-15
Chancellor (Please Print):	Chancellor Signature	Date
Rockne Freitas		MAY -4 2015

ROCKNE FREITAS

HELP

Planned Course of Study (Checklist item 6 of 10)

 Select your Planned Course of Study. **The program you are selecting has concentration(s) or specialization(s) available, if you wish to be considered for this area, please click on Enter Concentration and select the appropriate option from the drop down. When you're finished, click **Continue** to navigate to the next section.

Planned Course of Study: Social Science - Bachelor of Arts(Neighbor Island)**

Concentration:

Political Science Concentration (Neighbor Island Only) ▾
-- Select --
Early Childhood Education Concentration
Political Science Concentration (Neighbor Island Only)

The Western Undergraduate Exchange (WUE) is a tuition program of the Western Interstate Commission for Higher Education (WICHE). The following regions are eligible for participation in the WUE:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Alaska • Arizona • California • Colorado • Idaho • Montana • Nevada • New Mexico | <ul style="list-style-type: none"> • North Dakota • Oregon • South Dakota • Utah • Washington • Wyoming • U.S. Pacific Territories and Freely Associated States* |
|---|---|

*Only the Commonwealth of the Northern Marianas Islands can participate in WUE at this time.

For eligibility, restrictions, and terms/conditions for:

UH Manoa [click here](#).

UH Hilo [click here](#).

UH West Oahu [click here](#).

I want to participate in the Western Undergraduate Exchange (WUE) and agree to the terms and conditions of the program.

Yes No No Response