

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

<b>REQUESTOR CONTACT INFORMATION</b>	
Date: June 21, 2013	Effective term of request (Semester-Year): Fall 2013
Name: Stuart Lau	Title: University Registrar
Campus: Manoa	Office/Department: Office of the Registrar
Phone: 956-5322	Email: stuartl@hawaii.edu

<b>1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE</b>		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution: UH Manoa (MAN) <input type="checkbox"/>	College: 50	Department: PSY	
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:			
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: MA		Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: PSY	Psychology	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 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"/>	_____

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**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, STVGOLL, 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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<b>4. NEW COURSE SUBJECT CODE (Subject Alpha)</b>		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

<b>5. NEW MINOR (Minor codes are listed on the Major code table)</b>		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):  
 Please create a new program code (PSY-MA/C) to allow the students in the clinical psychology program to be identified separately from the non-clinical students. This will allow financial aid to provide the appropriate budget for these students. The department is responsible for identifying which students are in the clinical program.

**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 / *OVCA*
- Curriculum (required for requests for new programs/majors/minors/certificates)
- Gainful Employment Program notification to the US Department of Education
- Other: \_\_\_\_\_

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<b>CAMPUS VERIFICATION</b>		
Requestor Signature <u>          <i>JKR</i>          </u>		Date <u>        June 21, 2013        </u>
<b>Registrar</b> (If different from Requestor)		
_____	_____	_____
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
<b>Financial Aid Officer</b> (Financial Aid Officer consultation required for all new program codes)		
<u>        <i>JODIE KUBA</i>        </u>		<u>        6/24/13        </u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>		
_____	_____	_____
Print name	Signature	Date
Email/memo in lieu of signature may be attached		

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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.

<b>FOR INTERNAL USE ONLY</b>	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

**UNIVERSITY OF HAWAII AT MĀNOA**

Department of Psychology



April 15, 2013

TO: Reed Dasenbrock  
Vice Chancellor for Academic Affairs

VIA: Denise Konan  
Dean, College of Social Sciences

FROM: Ashley Maynard *AM*  
Chair, Department of Psychology

RE: Adding a New Banner Code for Clinical Psychology Students

Several of our clinical psychology graduate students have described the financial difficulty associated with completing their degree. After speaking with Jodie Kuba, director of Financial Aid, it seems that it is possible for clinical students to receive an increase in the allowed level of unsubsidized Stafford Loan funding. Typically there is a limit, and expanding this limit is available to those in medical professions. However, there is also an exception for clinical psychology doctoral programs that are accredited by the American Psychological Association. As our department meets this requirement, we would like to be able to offer our students the financial aid support they need to complete their degrees successfully.

In order to do this, we would need to create a new Banner code for clinical psychology graduate students so that financial aid can flag them as being eligible for the expanded levels of funding. Our department has agreed to maintain a current database of eligible students and to communicate any changes in eligibility with Jodie Kuba at the start of each semester. Therefore, I would like to request that you approve the insertion of a new code into the Banner system to reflect this eligibility.

I am happy to answer any questions you may have about this request.

Approved/Disapproved

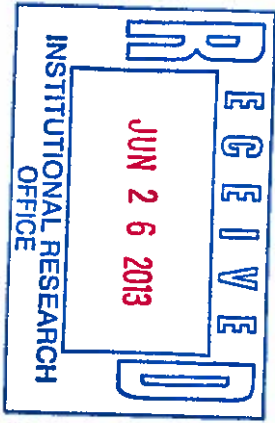
*Reed Dasenbrock*

Reed Dasenbrock, VCAA

4/23/13

Date

✓ c: Stuart Lau, Registrar



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