

New Program Code       Modify Program Code

Date: \_\_\_\_\_

**REQUESTOR CONTACT INFORMATION**

Name \_\_\_\_\_ Campus \_\_\_\_\_  
 Title \_\_\_\_\_ Email \_\_\_\_\_  
 Office/Dept \_\_\_\_\_ Phone \_\_\_\_\_

**NEW PROGRAM CODE TO CREATE**

Institution \_\_\_\_\_ Campus \_\_\_\_\_  
 Level \_\_\_\_\_ Effective Term \_\_\_\_\_

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) _____	_____	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) _____	_____	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) _____	_____	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR

If a similar major/concentration code exists in Banner, please list the code: \_\_\_\_\_

Justification to warrant a new major/concentration code similar to an existing major/concentration code: \_\_\_\_\_

If new major, please list the BOR's approved Classification of Instructional Programs (CIP) Code: \_\_\_\_\_

Is this major/concentration code being used the same way at the other UH campuses?  Yes  No

Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.*  Yes  No

**RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION**

Is 50% or greater of the classes in this program offered at a location other than the Home Campus?  Yes  No

Is this program/major/certificate financial aid eligible?  Yes  No

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

See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

**Program Length**

*In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.*

Special Program Designations  A  B  N  P  T  U

See *Special Program Designations Code Definitions on IRAO Program Code Request webpage*

Required Terms of Enrollment:  Fall  Spring  Summer  Extended

**IRAO USE ONLY: DATE RECEIVED**

**ADDITIONAL COMMENTS** (for modifying existing program codes, specify the term to turn on/off the online application, the recruitment/admission term, and the general student/history/degree term.)

Change the Department Code from GEOG to GEO for the following programs:

- GEOG-BA Geography-BA
- GEOG-MA Geography-MA
- GEOG-MA-EECB Geography-MA-EECB Spec
- GEOG-PHD Geography-PhD
- GEOG-PHD-EEC Geography-PhD-EECB Spec

### ATTACHMENTS

**BOR Approved:** Sole-credential Certificates, Associate (excluding ATS), Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents  Curriculum

**Chancellor Approved:** Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify Vice President for Academic Planning and Policy regarding program action.  
 Curriculum

**CERTIFICATES ONLY: Please check one (1) statement.** This certificate is a...

- BOR approved certificate. BOR Meeting/Approval Date: \_\_\_\_\_  
 Chancellor approved within an authorized BOR program. BOR Program: \_\_\_\_\_  
 Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

### VERIFICATIONS

*By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.*

**Registrar**  
(Print Name)

**Financial Aid Officer**  
(Print Name)

**For Community Colleges,  
verification of consultation with  
OVPC Academic Affairs:**  
Tammi Oyadomari-Chun

Stephanie Kailiawa 04/01/2020

Jodie Kuba 4/11/20

Signature

Date

Signature

Date

Signature

Date



UNIVERSITY  
of HAWAI'I  
MĀNOA

Department of Geography and Environment  
2424 Maile Way, Saunders Hall 445  
Honolulu, Hawai'i 96822-2223

October 24, 2019

MEMORANDUM

TO: Laura Lyons  
Interim Vice Chancellor for Academic Affairs

VIA: Denise Konan *Noni Konan*  
*for* Dean of the College of Social Sciences

FROM: Reece Jones *RJS*  
Chair of the Department of Geography and Environment

SUBJECT: Department code and description for Department of Geography and Environment

Following the March 2018 approval of our department name change to Geography and Environment (formerly Geography) and the October 2019 change of our subject and course alpha to Geography & Environment and GEO, the department also requests to change our department code and department code description.

We request that our department code and department code description be changed to:

Department Code: GEO  
Department Code Description: Geography & Environment

APPROVED / DISAPPROVED:

*Laura E. Lyons*  
\_\_\_\_\_  
Laura Lyons  
Interim Vice Chancellor for Academic  
Affairs

*11/21/19*  
\_\_\_\_\_  
Date




UNIVERSITY  
of HAWAII  
MĀNOA


Department of Geography and Environment  
2424 Maile Way, Saunders Hall 445  
Honolulu, Hawai'i 96822-2223

October 07, 2019

MEMORANDUM

TO: Laura Lyons  
Interim Vice Chancellor for Academic Affairs

VIA: Denise Konan   
Dean of the College of Social Sciences

FROM: Reece Jones   
Chair of the Department of Geography and Environment

SUBJECT: Subject name and alpha change for Department of Geography and Environment

Following the March 2018 approval of our department name change to Geography and Environment (formerly Geography), the department has decided to change our course subject and alpha as indicated below. Note that several of our courses are cross-listed with other programs and those programs (and their Catalog sections) will also need to update their entries to match our new alpha code. We request that our new alpha be fully operational for the fall 2020 semester early registration.

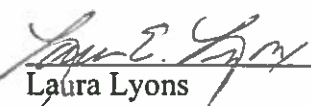
We request our subject name and alpha be changed to:

Subject name: **Geography & Environment**

Course alpha: **GEO**

Please replace the previous GEOG with GEO throughout the UHM system.

APPROVED / DISAPPROVED:

  
\_\_\_\_\_  
Laura Lyons  
Interim Vice Chancellor for Academic  
Affairs

  
\_\_\_\_\_  
Date