

|                      |  |
|----------------------|--|
| IRAO OFFICE USE ONLY |  |
| Received             |  |
| In Banner            |  |
| MTVCOMP              |  |

University of Hawai'i  
Code Request Form for Academic Programs  
**NEW OR MODIFIED SUBJECT CODE**

Date: 9/8/2020

**REQUESTOR CONTACT INFORMATION**

Name Maria Bautista Campus Kapiolani CC  
 Title Vice Chancellor Email mariab@hawaii.edu  
 Office/Dept Academic Affairs Phone 808-734-9519

- NEW SUBJECT CODE USE AT INSTITUTION  
 MODIFIED SUBJECT CODE USE AT INSTITUTION

Institution Kapiolani CC Effective Term Fall 2021

|            | Code<br>(Max. Characters) | Description<br>(30 characters max) | Check if requesting new code:                     |
|------------|---------------------------|------------------------------------|---|
| College    | (2) <u>KAP</u>            | <u>Kapiolani CC</u>                | <input type="checkbox"/> See Banner form STV_COLL |
| Division   | (4) <u>AR</u>             | <u>Arts &amp; Sciences</u>         | <input type="checkbox"/> See Banner form STV_DIVS |
| Department | (4) <u>SSCI</u>           | <u>Social Science</u>              | <input type="checkbox"/> See Banner form STV_DEPT |
| Subject    | (4) <u>GEO</u>            | <u>Geography</u>                   | <input type="checkbox"/> See Banner form STV_SUBJ |

**ATTACHMENTS**

Memo with appropriate campus approval (i.e. Campus Curriculum Committee, Vice Chancellor for Academic Affairs, etc.) Change geography subject code to "GEO" to align with all UHCC campuses.

**VERIFICATIONS**

**Registrar:**

Jerilynn Enokawa Jerilynn L. Enokawa Digitally signed by Jerilynn L. Enokawa  
Date: 2020.09.11 13:14:04 -10'00' 09/11/2020  
 Print Name Signature Date

**Financial Aid Officer:**

Jennifer Bradley Jennifer Bradley Digitally signed by Jennifer Bradley  
Date: 2020.09.28 11:40:32 -10'00' 09/28/2020  
 Print Name Signature Date

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

Della Digitally signed by Della Teraoka  
Date: 2020.09.29 15:43:10 -10'00' 9/28/2020  
 Print Name Signature Date



## memorandum

September 28, 2020

To: Donald O. Straney, UH Vice President, Academic Planning and Policy

Subject: Change in Alpha: GEOG to GEO

---

It has come to my attention that the University of Hawai'i at Mānoa has changed its GEOG alpha to GEO. To align with this change, promote consistency in course alphas, and best serve our transfer pathways, by way of this memo, I am asking that Kapi'olani Community College join the other community colleges in making this same change, to be effective Fall 2021. Given the timeline of schedule building for the Fall 2021 semester, the change in alpha will need to be completed by early January 2021.

While changes in curriculum usually need to follow the established process, I will be asking that this change be made administratively since the change does not involve content, credits, assessment methodology, or teaching equivalencies. This change, however, will need to be made across multiple platforms: the published catalog, the Banner catalog, STAR rules, and eventually course and program proposals in KSCM.

**Louise  
Pagotto**

Digitally signed by Louise  
Pagotto  
Date: 2020.09.28 18:37:48  
-10'00'

---

Louise Pagotto  
Chancellor