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Codeset	
Master Curriculum	

University of Hawai'i
Code Request Form for Academic Programs

ADMISSION STOP-OUT OR TERMINATION

Date: 5/12/16

REQUESTOR CONTACT INFORMATION

Name Shelby Wong Campus UH Hilo
 Title Curr. & Catalog Coordinator Email shelbyw@hawaii.edu
 Office/Dept OVCAA Phone (808) 932-7927

PROGRAM CODE FOR ADMISSION STOP-OUT ONLY OR TERMINATION (Please Check One)

Program Code MS-CPP Program Description MS-Clinical Psychopharmacology
 Institution HIL - UH Hilo Campus HIL - UH Hilo
 College GD Department PHRM
 Level GR - Graduate

Are current students "grandfathered" under the program code? Yes No
 Should the old program code be available for use in Banner? Yes No

Effective Fall 2017, this program code will no longer be available to admit or recruit students.
Term (ie. Fall 2014)

This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Effective Fall 2019, this program code will no longer be available to enroll or award degree to students.
Term (ie. Fall 2014)

This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.

FOR ADMISSION STOP-OUT ONLY REQUEST

Effective Fall 2019, this program code will be reactivated and available to admit or recruit students.
Term (ie. Fall 2014)

This will turn on the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Check here to leave ONLINE APPLICATION OFF

ATTACHMENTS

Admission stop-out¹ greater than 2 years; Termination of an Associate, Bachelor and Graduate Degrees, and sole credential certificates.

Memo with President's Approval, with cc to VPAA, to change existing code

Admission stop-out¹ less than 2 years. Termination of a Certificates (eg. Certificate of Achievements, Certificates of Competence, Subject Certificates, Academic Subject Certificates)& Associate in Technical Studies (ATS) Degree.

Memo from Chancellor to VPAA to change existing code and create new code

¹ "Admission stop-out" is defined as a halt to new admissions to a program. (Regent Policy 5.201)

per Shelby, program to be reviewed prior to end of stop-out period to determine a reactivation or termination. Campus has until May 1, 2019 to submit to IRAO before areactivation is scheduled.

VERIFICATIONS

Registrar:

Chelsea Kay-Wong

Print Name



Signature

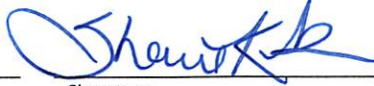
5/16/16

Date

Financial Aid Officer:

Sherrie Padilla

Print Name



Signature

5/16/16

Date

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

Print Name

Signature

Date



May 16, 2016

MEMORANDUM

TO: Donald Straney, Chancellor
University of Hawai'i at Hilo

FROM: Matthew Platz
Vice Chancellor for Academic Affairs
University of Hawai'i at Hilo

A handwritten signature in black ink that reads 'Matthew Platz'.

SUBJECT: Request for Approval of Proposed Stop-Out of Admission to the Masters of Science in Clinical Psychopharmacology program

SPECIFIC ACTION REQUESTED:

We request that admissions to the Masters of Science in Clinical Psychopharmacology program at the University of Hawai'i at Hilo be stopped out for a period of two years, beginning with the fall semester of 2017 through the spring semester of 2019.

RECOMMENDED EFFECTIVE DATE:

We request an effective date beginning in the fall semester 2017 for two years through the spring semester 2019.

ADDITIONAL COST:

There is no additional cost associated with this request.

PURPOSE:

The purpose is to suspend and stop-out the admission of any new students into the Masters of Science in Clinical Psychopharmacology program for up to two years. This will allow students currently in the program to complete their course requirements and receive their degrees. Once the stop-out has expired, the plan is to terminate the program.

Donald Straney, Chancellor
May 16, 2016
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BACKGROUND:

In accordance with the Board of Regents' policy, Chapter 5, Academic Affairs and Executive Policy E5.202: Review of Established Programs, authority to approve a stop-out of admissions for less than two (2) years is delegated to the Chancellor.

ACTION RECOMMENDED:

We recommend that you approve the stop-out of the Masters of Science in Clinical Psychopharmacology program for a period of two years, beginning in the fall of 2017.

APPROVED/DISAPPROVED:


Donald Straney, Chancellor


Date

Cc: Risa Dickson, UH System Vice President for Academic Affairs
Carolyn Ma, Interim Dean, Daniel K. Inouye College of Pharmacy
Gail Makuakane-Lundin, Interim Vice Chancellor for Student Affairs
Zachary Street, Interim Director of Admissions
Chelsea Kay-Wong, Interim Registrar



UH Hilo- Stop out to MS Clinical Psychopharmacology

Shelby Wong <shelbyw@hawaii.edu>
To: Princess Soares <pfrederi@hawaii.edu>

Tue, Jun 7, 2016 at 11:24 AM

Hi Princess,

Confirming per our phone conversation the program code request is for a stop out only, please disregard the "Fall 2019" in the second bold box.

Thank you,
Shelby

On Tue, Jun 7, 2016 at 9:57 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Hi Shelby,

Clarity is needed.

A program after the stop-out is either terminated or reactivated.

Is this program to be terminated or reactivated in Fall 2019? Both questions/blanks were completed on the form.

From the memo, it sounds that the program should be reactivated. Please confirm this, via email is sufficient. If it is to be terminated, then the President memo is needed.

Thank you for your time.

Mahalo,
Princess

On Mon, Jun 6, 2016 at 3:14 PM, Shelby Wong <shelbyw@hawaii.edu> wrote:

Hi Princess,

Signed and approved stop out memo + form for the MS Clinical Psychopharmacology effective Fall 2017.

Please let me know if you have any questions.

Thank you,
Shelby

On Wed, Jun 1, 2016 at 12:48 PM, Shelby Wong <shelbyw@hawaii.edu> wrote:

Hi Princess,

We are requesting to stop out admissions to the MS in Clinical Psychopharmacology for 2 years beginning in Fall 2017. Memo and form attached. Please let me know if you have any questions. Copy of the memo sent to Jennifer Soma for Dr. Dickson.

Thank you,
Shelby

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Shelby Wong

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Shelby Wong

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Princess Soares

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Shelby Wong

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