

Note: Admission stop-out be scheduled immediately, while waiting for President's approval for termination.

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| Received | RECEIVED By Princess Soares at 1:23 pm, Oct 27, 2015 |
| Terminated in Banner | |
| Codeset | |
| Master Curriculum | |

University of Hawai'i
Code Request Form for Academic Programs

ADMISSION STOP-OUT OR TERMINATION

10/30/2015 Admission stop-out has been scheduled in Banner.

Date: 10/19/2015

REQUESTOR CONTACT INFORMATION

Name Shelby Wong Campus UH Hilo
 Title Curriculum and Catalog Coord. 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 SC-WS Program Description Certificate in Women's Studies
 Institution HIL - UH Hilo Campus HIL - UH Hilo
 College Arts and Sciences Department N/A
 Level UG - Undergraduate

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

Effective Spring 2016, 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 Spring 2017, this program code will no longer be available to enroll or award degree to students.
Term (ie. Fall 2014)

10/27/2015: Pending President's approval to terminate.

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 N/A**, 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

** This form for stop-out only. An additional memo and form will be submitted for President Lassner's Approval to terminate effective Spring 2017.

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

VERIFICATIONS

Registrar:

Chelsea Kay-Wong

Print Name



Signature

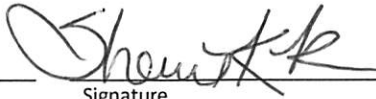
10/19/15

Date

Financial Aid Officer:

Sherrie Padilla

Print Name



Signature

10/20/15

Date

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

Print Name

Signature

Date



UNIVERSITY
of HAWAII®
HILO

October 20, 2015

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 blue ink that reads 'Matthew Platz'.

SUBJECT: Request for Approval of Proposed Stop-Out of Admission for the Subject Certificate in Women's Studies

SPECIFIC ACTION REQUESTED:

We request that admission to the Subject Certificate in Women's Studies (SC-WS) at the University of Hawaii at Hilo be stopped out for period of one year beginning with the spring semester of 2016 through the fall 2016 semester.

RECOMMENDED EFFECTIVE DATE:

We request an effective date beginning in the spring 2016 semester for up to one year through the fall 2016 semester.

ADDITIONAL COST:

There is no additional cost associated with this request

PURPOSE:

The purpose is to suspend and stop-out the admission to the Subject Certificate in Women's Studies for up to one year. This will allow the existing students currently in the program to complete their course requirements and receive their certificate or transfer to the newly approved Minor in Gender and Women's Studies. Once the stop-out has expired, the plan is to terminate the certificate.

October 20, 2015

BACKGROUND:

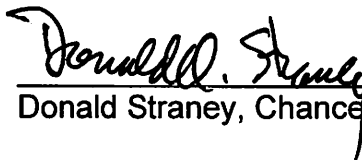
In accordance with UH Executive Policy, E5.202 grants the Chancellor the authority to approve a stop-out of admissions for less than two (2) years is delegated to the Chancellor.

The Subject Certificate in Women's Studies was approved in December 1991 and was implemented in the fall semester of 1992. In May 2015, the Board of Regents approved the Bachelor of Arts in Gender and Women's Studies; an associated Minor program was also approved at the campus level. Both the BA and Minor began implementation in the fall 2015 semester. It is the intent that these two programs will replace the Subject Certificate in Women's Studies.

ACTION RECOMMENDED:

We recommend that you approve the stop-out Subject Certificate in Women's Studies for a period of one year beginning in the spring 2016 semester.

APPROVED/DISAPPROVED:



Donald Straney, Chancellor

21 Oct 15

Date

Cc: Randy Hirokawa, Dean, College of Arts and Sciences
Celia Bardwell-Jones, Program Chair, Gender and Women's Studies
Gail Makuakane-Lundin, Interim Vice Chancellor for Student Affairs
Zachary Street, Interim Director of Admissions
Chelsea Kay-Wong, Interim Registrar