

Date: _____

REQUESTOR CONTACT INFORMATION

Name _____ Campus _____
Title _____ Email _____
Office/Dept _____ Phone _____

PROGRAM CODE FOR ADMISSION STOP-OUT ONLY OR TERMINATION (PLEASE CHECK ONE)

Program Code _____ Program Description _____
Institution _____ Campus _____
College _____ Department _____
Level _____

Confirmed to terminate MICR-MS-NS and MICR-PHD-NS
graduate programs. GK 4/27/2023

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

Effective , 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 , 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 , 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

ADDITIONAL COMMENTS

IRAO USE ONLY: DATE RECEIVED

ATTACHMENTS

Termination of an Associate, Bachelor and Graduate Degrees, and sole credential certificates.

Memo with President's Approval, with cc to Vice President for Academic Planning and Policy, regarding program action.

Admission stop-outs, termination of a Certificate (eg. Certificate of Achievements, Certificates of Competence, Subject Certificates, Academic Subject Certificates) & Associate in Technical Studies (ATS) Degree.

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

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
OVPCC Academic Affairs:

Tammi Oyadomari-Chun

Signature

Date

Signature

Date

Signature

Date

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



UNIVERSITY
of HAWAII®
MĀNOA

College of Natural Sciences
School of Life Sciences

February 16, 2023

MEMORANDUM

TO: David Lassner
President

VIA: Michael Bruno *Michael Bruno*
Provost

VIA: Laura Lyons *Laura F. Lyons*
Interim Vice Provost for Academic Excellence

VIA: Julienne K. Maeda *Julienne K. Maeda*
Interim Dean, Graduate Division

VIA: Aloysius Helminck
Dean, College of Natural Sciences

FROM: Clifford Morden
Interim Director, School of Life Sciences

Cliff Morden

Digitally signed by Cliff Morden
Date: 2023.02.17 15:32:15
-10'00'

SUBJECT: APPROVAL TO REMOVE NEUROSCIENCES SPECIALIZATION FROM
MICROBIOLOGY GRADUATE PROGRAM

SPECIFIC ACTION REQUESTED:

It is requested that the President approve removal of the Neurosciences Specialization from the Microbiology Graduate Program.

REQUESTED EFFECTIVE TERM: Upon approval.

ADDITIONAL COST: None.

PURPOSE:

The purpose of this request is to formalize current practice in the Microbiology Graduate Program. Although approved by President Simone in 1989, the Microbiology Graduate Program has never admitted students into the Neurosciences Specialization, nor does it have any intention of doing so in the future.

2538 McCarthy Mall EDM 216
Honolulu, Hawai'i 96822
Telephone: (808) 956-7315
Fax: (808) 956-4745
lifesciences.manoa.hawaii.edu

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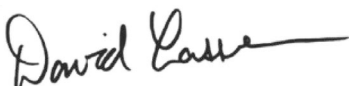
BACKGROUND:

The Microbiology Program has two official specializations: EECB (Ecology, Evolution, and Conservation Biology) and Neurosciences. Many years ago, multiple colleges (including the College of Natural Sciences) signed an agreement to develop interdisciplinary specializations, including the ones mentioned above. However, while EECB remains relevant for the Program, due to various factors, the Neurosciences Specialization program was never established in our department and we have never admitted students into it. The current listing of this non-established program as a choice for applicants to the Microbiology Graduate Program has resulted in considerable confusion for many applicants. Therefore, we kindly request that the Neurosciences Specialization be removed from the Microbiology Graduate Program.

ACTION RECOMMENDED:

It is recommended that the President approve removal of the Neurosciences Specialization from the Microbiology Graduate Program.

APPROVED/DISAPPROVED:



March 10, 2023

David Lassner
President

Date

- c: Lynne Higa, College of Natural Sciences
Alison Sherwood, College of Natural Sciences
Pheng Xiong, Office of the Registrar
Graduate Student Services



Pheng Xiong <pxiong@hawaii.edu>

Fwd: Remove Neurosciences specialization for MICR

3 messages

Lisa Imai <lisaakam@hawaii.edu> Fri, Apr 21, 2023 at 11:02 AM
 To: Grant Kim <grantkim@hawaii.edu>, Pheng Xiong <pxiong@hawaii.edu>, Jodie Kuba <jodiek@hawaii.edu>, Jarren Miki <jarren@hawaii.edu>
 Cc: Nell Ushijima <nsekiya@hawaii.edu>, Mei Li Kinney <mcastana@hawaii.edu>

Hi Grant, Max, and Jodie,

Please see the attached request from Jarren Miki requesting that we remove the **MICR-MS-NS** and **MICR-PHD-NS** programs from the MAN "brown app". Per Grant, an email with the campus Registrar and Financial Aid Office cc'd is sufficient for this type of request. The requested effective term on the memo is "upon approval" and Jarren has requested that this be effective from **Fall 2023**.

Please note that in her request, Jarren specified that we remove the program from the "brown application" but given that Manoa Grad will be moving to the Liaison UniCAS application, I will also request that this change be applied to the new Liaison application as well. (Jarren -- Since we are still figuring out the process/procedures/curriculum rules for the new application please try to keep an eye out to make sure that all programs are appearing (or not appearing) correctly in your new application.)

Jarren/Max/Jodie -- Please note that this action will only stop the programs from appearing on the online applications, but will not inactivate the program codes in Banner so it is possible that someone could still use these codes. In order to deactivate the codes, a "stop out" and/or termination request of the program code(s) via additional paperwork (PCR + appropriate approval memo) will be needed.

Hope this makes sense! Please let me know if you have any questions or concerns.

Thanks,
Lisa

----- Forwarded message -----

From: **Jarren Miki** <jarren@hawaii.edu>
 Date: Fri, Apr 21, 2023 at 10:11 AM
 Subject: Re: Remove Neurosciences specialization for MICR
 To: Nell Ushijima <nsekiya@hawaii.edu>, Lisa Imai <lisaakam@hawaii.edu>

Hi Lisa,

Thanks for waiting. I had to verify with the graduate chair. Could we turn it off immediately starting from fall 23? Many thanks! Hope you guys have a fabulous weekend :-)

On Wed, Apr 19, 2023 at 1:55 PM Jarren Miki <jarren@hawaii.edu> wrote:
Good Afternoon Nell and Lisa,

We just received this memo from Laura Lyon's office. Could we take down the following codes from the brown application?

MICR-MS-NS
MICR-PHD-NS

Thanks. If you have any questions, please let me know. I appreciate all that you do to help us!

--
 Jarren Miki
 Director of Student Services, Graduate Division
<http://manoa.hawaii.edu/graduate>
 808-956-8544


University of Hawaii at Manoa
Graduate Division
2540 Maile Way, Spalding 354
Honolulu, HI 96822

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Jarren Miki
Director of Student Services, Graduate Division
<http://manoa.hawaii.edu/graduate>
808-956-8544

University of Hawaii at Manoa
Graduate Division
2540 Maile Way, Spalding 354
Honolulu, HI 96822

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 **CNS - Remove Neurosciences Specialization from MICR Grad Program.pdf**
218K

Pheng Xiong <pxiong@hawaii.edu> Fri, Apr 21, 2023 at 3:57 PM
To: Lisa Imai <lisaakam@hawaii.edu>
Cc: Grant Kim <grantkim@hawaii.edu>, Jodie Kuba <jodiek@hawaii.edu>, Jarren Miki <jarren@hawaii.edu>, Nell Ushijima <nsekiya@hawaii.edu>, Mei Li Kinney <mcastana@hawaii.edu>, April Goodwin <agoodwin@hawaii.edu>

Hi Lisa (and everyone),

I did get this memo a couple days ago and was planning to review it on Monday - and submit a PCR actually since it involves a program action, since I interpreted the memo as turning off admissions and recruitment to the specialization thereby making it unavailable.

Grant - would you still want an email or should I proceed with what my original plan was?

Max
[Quoted text hidden]

Grant Kim <grantkim@hawaii.edu> Fri, Apr 21, 2023 at 4:31 PM
To: Pheng Xiong <pxiong@hawaii.edu>

Hi Max, the memo looks fine, we can interpret "remove" to be a termination action and it is signed by the president, thus all we need is the PCR form signed by you and Jodie as FAO. I don't have visibility to the online application, but assume the programs are in process to be removed from the online application (as mentioned removal from the online app can be done with a simple email).

Have a great weekend.
Grant

[Quoted text hidden]