

**ADMISSION STOP-OUT OR TERMINATION  
OF PROGRAM CODE**

**CLEAR FORM**

Form #CR-AP5  
Modified June 2017

Date: 11/04/2019

**REQUESTOR CONTACT INFORMATION**

Name Kathlen Lee Campus Kaua'i CC  
Title Educational Specialist Email kathlen@hawaii.edu  
Office/Dept Academic Affairs Phone (808) 245-8204

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

Program Code AA-LBRT-EXB Program Description Lib Arts Exploratory Business  
Institution KAU - Kauai Community College Campus KAU - Kauai Community College  
College IN - Instructional Department LBRT  
Level UG - Undergraduate

Are current students "grandfathered" under the program code?

Yes  No  
 Yes  No

Should the old program code be available for use in Banner?

Effective Fall 2020, 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 Fall 2022, 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**

Requesting to stop out Exploratory Business until Fall 2022.

**IRAO USE ONLY: DATE RECEIVED**

**ATTACHMENTS**

Admission stop-out<sup>1</sup> greater than 2 years; 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-out<sup>1</sup> 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 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)

Kailana Soto

Kailana A. Soto 12/11/19  
Signature Date

Financial Aid Officer  
(Print Name)

Jeff Anderson

Jeff Anderson 12/16/19  
Signature Date

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

Suzette Robinson

\_\_\_\_\_  
Signature Date

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



Date: 9/18/19

**Proposal for Temporary Stop Out or Termination of Program**

**Full Name of Program:** Associate in Arts Liberal Arts with an Exploratory Business concentration

**Indicate degree/certificate(s):**  AA  AS  AAS  CA  CO  ASC

**Effective Term:**  Fall  Spring Year: 2020

**Please indicate:**

**Stop Out:** Students will not be recruited or admitted into this program **temporarily**.

This program should be reactivated in  Fall  Spring Year: 2022

*Note: AA, AS, and AAS stop-outs are greater than 2 years. Certificates are less than 2 years.*

**Terminate:** Students will not be recruited or admitted into this program **permanently**.

**Justification:** No longer needed. Students are confused by wording (expect to earn degree with completion of concentration requirements)

Submitted by: Pat McGrath [Signature]  
Proposer Name Signature and Date 9/18/19

Approved by:  
Pat McGrath / Ryan Girard [Signature]  
Division Chair Name Signature and Date 9/18/19  
Wade Tanaka [Signature]  
Curriculum Chair/Co-chair Name Signature and Date 11/1/19  
Frankie Harriss [Signature]  
Vice Chancellor, Academic Affairs Signature and Date 04 NOV 2019  
Helen Cox [Signature]  
Chancellor Signature and Date 11/4/19

Routing: Proposer > Division Chair > VCAA > CC Chair/Co-chair > VCAA > Chancellor > Banner Specialist



UNIVERSITY of HAWAII  
**KAUAI**  
COMMUNITY COLLEGE


OFFICE OF THE CHANCELLOR

November 4, 2019

**MEMORANDUM**

TO: Donald Straney  
Vice President for Academic Planning and Policy

VIA: Frankie Harriss   
Vice Chancellor for Academic Affairs

FROM: Helen A. Cox   
Chancellor

SUBJECT: Curriculum Approval

I have approved the following on 11/04/2019 effective Fall 2020.

**Stop Out**

*Exploratory Business*

Associate in Arts (A.A.) – Liberal Arts

3-1901 Kaunali'i Highway  
Līhu'e, HI 96766-9500  
Telephone: (808) 245-8210  
Fax: (808) 245-0101

An Equal Opportunity/Affirmative Action Institution