ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5
Modified June 2017

Date: 3/16/2018

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	CO-BTEC-MOR	Program Description	Medical Office Receptionist
Institution	KAU - Kauai Community College	Campus	KAU - Kauai Community College
College	IN - Instructional	Department	HE
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 **Fall 2018**, 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 2018**, 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

Requesting to terminate program track due to low enrollment.

IRAO USE ONLY: DATE RECEIVED

ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

ATTACHMENTS

Admission stop-out[1] 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[1] 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)	Financial Aid Officer (Print Name)	For Community Colleges, verification of consultation with OVPCC Academic Affairs:
Kailana Soto	**Jeff Anderson**	Suzette Robinson
Kailana A. Soto 3/19/18	*[signature]* 3/26/18	*[signature]* 4/4/18
Signature Date	Signature Date	Signature Date

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

Form modified: June 2017

UNIVERSITY of HAWAI'I

KAUA'I
COMMUNITY COLLEGE

March 16, 2018

MEMORANDUM

TO: Donald Straney
            Vice President for Academic Planning and Policy

VIA: James R. Dire
            Vice Chancellor for Academic Affairs

FROM: Helen A. Cox
            Chancellor

SUBJECT: Curriculum Approval

I have approved the following on 3/1/2018 and 3/2/2018 effective Fall 2018.

New program
Liberal Arts:
Academic Subject Certificate (A.S.C)   Mathematics

Program termination
Massage Therapy:
Certificate of Competence (C.O.)   Massage Therapy

Business Technology:
Certificate of Competence (C.O.)   Medical Office Receptionist

Hospitality and Tourism:
Certificate of Competence (C.O.)   Hospitality Sales and Marketing

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Enclosures

c   Division Chairs