

ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5
Modified June 2017

Date: 10/22/2019

REQUESTOR CONTACT INFORMATION

Name Kathlen Lee Campus Kauai 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-MEDA-MEAD Program Description Medical Assisting
Institution KAU - Kauai Community College Campus KAU - Kauai Community College
College IN - Instructional Department HED
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 Spring 2021, 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 the Certificate of Competence in the Administrative Medical Assisting program (CO-MEDA-MEAD). There has been no student applications in the past 4 years since this Certificate of Competence was approved.

IRAQ USE ONLY: DATE RECEIVED

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 Vice President for Academic Planning and Policy, regarding program action.

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 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



Signature

11/18/19

Date

Financial Aid Officer
(Print Name)

Jeff Anderson



Signature

11/29/19

Date

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

Suzette Robinson Tammi Chun



Signature

DEC 10 2019

Date

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



Date: 9-9-19

Proposal for Temporary Stop Out or Termination of Program

Full Name of Program: Administrative Medical Assisting

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: _____

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: MEDA CO WAS APPROVED IN SPRING 2015 AND IN THE PAST 4 YEARS THE PROGRAM HAS HAD NO STUDENT APPLICATIONS FOR ADMISSION.

Submitted by: Victor Matthews 9-9-19
Proposer Name Signature and Date

Approved by: Tammie Napoleon
Division Chair Name

Tammie Napoleon 9/9/19
Signature and Date

James Andrews
Curriculum Chair/Co-chair Name

James D. Andrews 10/21/19
Signature and Date

Frankie Harriss
Vice Chancellor, Academic Affairs

9 SEPT 2019
Signature and Date

Helen Cox
Chancellor

Helen Cox 10/24/19
Signature and Date



UNIVERSITY of HAWAII
KAUA'I
COMMUNITY COLLEGE

OFFICE OF THE CHANCELLOR

October 22, 2019

MEMORANDUM

TO: Donald Straney
Vice President for Academic Planning and Policy

VIA: Frankie Harriss *Frankie Harriss*
Vice Chancellor for Academic Affairs

FROM: Helen A. Cox *Helen A. Cox*
Chancellor

SUBJECT: Curriculum Approval

I have approved the following on 10/21/2019 effective Fall 2020.

Stop Out

Adult Residential Care Home Operator

Certificate of Competence (C.O.) – Adult Residential Care Home Operator

Termination

Medical Assisting

Certificate of Competence (C.O.) – Administrative Medical Assisting

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