

ADMISSION STOP-OUT OR TERMINATION  
OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5  
Modified June 2017

Date: March 19, 2019

REQUESTOR CONTACT INFORMATION

Name Susan Kazama  
Title Interim Vice Chancellor for Academic Affairs  
Office/Dept Academic Affairs

Campus Kapi'olani CC  
Email smurata@hawaii.edu  
Phone 808-734-9519

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

Program Code AA-LBRT-DSDE Program Description AA-Liberal Arts-DSDE  
Institution KAP - Kapiolani Community College Campus KAP - Kapiolani Community College  
College Arts & Sciences Department Arts & Sciences  
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 2019, 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 2022, 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 2023, 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

IRAQ 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)

Jerilynn Enokawa

*Jerilynn Enokawa* 3/19/19  
Signature Date

Financial Aid Officer  
(Print Name)

Jennifer Bradley

*JFB* 3/19/19  
Signature Date

*JUN*  
For Community Colleges,  
verification of consultation with  
OVPCC Academic Affairs:  
Tammi Chun

*TC* APR 11 2019  
Signature Date


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



**Memorandum**

**March 13, 2019**

**TO:** Louise Pagotto  
Chancellor

**FROM:** Susan Kazama   
Interim Vice Chancellor for Academic Affairs

**SUBJECT:** TEMPORARY STOP OUT OF ASSOCIATE IN ARTS (AA) IN  
LIBERAL ARTS WITH CONCENTRATION IN DEAF STUDIES/  
DEAF EDUCATION PROGRAM

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**SPECIFIC ACTION REQUESTED:**

Approval to stop out admission of new students to the AA in Liberal Arts with Concentration in Deaf Studies/Deaf Education Program.

**RECOMMENDED EFFECTIVE DATE:**

Fall 2019 – Spring 2020

**ADDITIONAL COST:**

None

**PURPOSE:**

To stop out admission of new students for one year.

BACKGROUND:

In accordance with Board of Regents (BOR) Policy, RP 5.201, Instructional Programs, Section III E, and associated UH Executive Policy #E.5.202, Section III, F and Section IV, B, the Chancellor's approval is requested to temporarily stop out the admission of new students to the Associate in Arts in Liberal Arts degree with Concentration in Deaf Studies/Deaf Education.

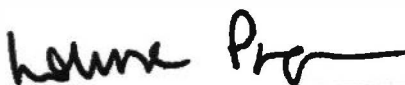
The Education Program Coordinator is currently in talks with the State of Hawai'i Department of Education (DOE) Complex Superintendent to revamp the program. If the DOE decides to move forward with Deaf Studies/Deaf Education, an articulation agreement between Kapi'olani Community College and the DOE will be signed. Based on the agreement, changes will be made to the program so a one-year stop out is being requested. A decision will be forthcoming before spring 2020.


No current students in the program will be impacted by the Stop Out. Of the five students in the program, two will graduate in spring 2019. The other three have taken the requisite courses and are completing their General Education requirements. One is expected to complete the program in spring 2021, two in fall 2021. Two other students have been enrolled in the program since 2016 but have not taken any of the required courses to date. They will be advised to change their major. A third student has already been advised to change her major.

ACTION RECOMMENDED:

It is recommended that the Chancellor approve stop out admission of new students to the Associate in Arts in Liberal Arts with a Concentration in Deaf Studies/Deaf Education.

APPROVED / DISAPPROVED:

  
\_\_\_\_\_  
Louise Pagotto  
Chancellor

  
\_\_\_\_\_  
Date



UNIVERSITY of HAWAII  
**KAPĪ'OLANI**  
COMMUNITY COLLEGE

Office of the Chancellor

**Memorandum**

March 19, 2019

**TO:** Donald O. Straney  
Vice President, Academic Planning and Policy, University of Hawai'i

**FROM:** Louise Pagotto *Louise Pagotto*  
Chancellor

**SUBJECT:** TEMPORARY STOP OUT OF ASSOCIATE IN ARTS (AA) IN  
LIBERAL ARTS WITH A CONCENTRATION IN DEAF  
STUDIES/DEAF EDUCATION PROGRAM

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On March 15, 2019, pursuant to Board of Regents Executive Policy #5.202 Section IV.B., I approved a one-year admission stop out of new students to the Associate in Arts in Liberal Arts with a Concentration in Deaf Studies/Deaf Education Program.

The stop out is to take effect Fall 2019 – Spring 2020, thereby allowing current students to complete their coursework. The program faculty will develop and submit for approval a modified Associate in Arts in Liberal Arts with a Concentration in Deaf Studies/Deaf Education Program.

c: Susan Kazama, Interim VCAA  
Nāwa'a Napoleon, Dean of Arts & Sciences  
Susan Pope, Educational Specialist