

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 \_\_\_\_\_

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:

Della Teraoka

*Jerilynn Enokawa*

*Jennifer Bradley*

*Della Teraoka* 1/11/2020

Signature

Date

Signature

Date

Signature

Date

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



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

January 8, 2021

TO: Erika Lacro  
Vice President for Community College

FROM: Louise Pagotto  
Chancellor, Kapi'olani Community College

SUBJECT: REQUEST TO STOP OUT CERTIFICATE OF COMPETENCE IN DATABASE  
ADMINISTRATION PROGRAM

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Kapi'olani Community College request the stop out of the program code for the Certificate of Competence in Database Administration (CO-DBA), effective Fall 2021. A request to stop out the program is forthcoming, with termination to follow and scheduled to be effective in Fall 2023

APPROVED/ NOT APPROVED

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Erika Lacro, UHCC VP