

# ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

**CLEAR FORM**

Form #CR-AP5  
Modified June 2017

Date: January 9, 2019

## REQUESTOR CONTACT INFORMATION

Name Susan Kazama *[Signature]* Campus Kapi'olani CC  
Title Interim Vice Chancellor for Academic Affairs Email smurata@hawaii.edu  
Office/Dept Academic Affairs Phone 808-734-9519

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

Program Code CO-CUST Program Description CO Customer Service  
Institution KAP - Kapiolani Community College Campus KAP - Kapiolani Community College  
College \_\_\_\_\_ Department Business/Legal/Technology  
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 2020, 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

**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)

Jerilynn Lorenzo  
*ENOKAWA*

*Jerilynn Lorenzo Enokawa* 1/9/19  
Signature Date

Financial Aid Officer  
(Print Name)

Jennifer Bradley

*Jennifer Bradley* 1/9/19  
Signature Date

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

*[Signature]* 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)



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

Office of the Chancellor

January 9, 2019

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

From: Louise Pagotto, Chancellor

A handwritten signature in black ink, appearing to read "Louise Pagotto".

Subject: **ADMISSION STOP OUT OF ASSOCIATE IN SCIENCE AND RELATED CERTIFICATES IN MARKETING**

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On October 11, 2018, pursuant to Board of Regents Executive Policy # 5.202 Section IV.B., I approved a two-year admission stop out of the Associate in Science in Marketing, the Certificate of Achievement in Retail Management, and Certificates of Competence in Customer Service, and Retailing.

The stop out is to take effect Fall 2018-Spring 2020, thereby allowing current students to complete these programs while the program faculty develop and submit for approval a new associate in science in entrepreneurship. Once the entrepreneurship program is approved, approval will be sought from President Lassner to terminate the marketing program.

C: Susan Kazama, Interim VCAA  
John Richards, Dean, CTE  
Susan Pope, Educational Specialist

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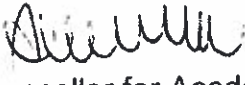


UNIVERSITY OF HAWAII  
**KAPĪOLANI**  
COMMUNITY COLLEGE

**MEMORANDUM**

October 11, 2018

TO: Louise Pagotto  
Chancellor

FROM: Susan Kazama   
Interim Vice Chancellor for Academic Affairs

SUBJECT: STOP OUT OF MARKETING PROGRAMS

SPECIFIC ACTION REQUESTED:

It is requested that the Chancellor approve stop out admission of new students to the following Marketing programs:

AS in Marketing  
CA in Retail Management  
CO in Customer Service  
CO in Retailing

RECOMMENDED EFFECTIVE DATE:

Fall 2018-Fall 2020

ADDITIONAL COST:

None

PURPOSE:

The stop out time frame is in accordance with the termination process.

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, the

Chancellor's approval is requested to temporarily stop out the admission of new students to the Marketing program.


Per the "Authorization to Plan, Associate in Science in Entrepreneurship" approved by Vice President for Academic Planning and Policy Donald O. Straney, the Associate in Science in Entrepreneurship program will replace the existing Associate in Science in Marketing program. During the requested stop out period, the Marketing program will prepare a termination request for approval by the Board of Regents.

ACTION RECOMMENDED:

It is recommended that the Chancellor approve stop out admission of new students to the following Marketing programs:

- AS in Marketing
- CA in Retail Management
- CO in Customer Service
- CO in Retailing

APPROVED / DISAPPROVED:

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

10/12/18  
\_\_\_\_\_  
Date



**MEMORANDUM**

**July 5, 2018**

**TO:** Louise Pagotto, Susan Kazama, Brenda Ivelisse, Brian Furuto, Nawa`a Napoleon, Aaron Koseki, Carol Hoshiko

**FROM:** John Richards  
 Dean, Hospitality Business & Legal Academic Programs

**SUBJECT:** University of Hawai'i Executive Policy #E5.202, Review of Established Programs, Section III, #6 temporarily stop out the admission of new students to the Marketing program.

The Interim Chancellor, Interim Vice Chancellor for Academic Affairs, and Dean of Hospitality, Business & Legal Programs approved the stop out of our Marketing Program on May 09, 2018. Therefore, it is no longer possible to continue admitting students to this program.

Kapi'olani Community College is committed to enabling our current Marketing majors the opportunity to complete the program and obtain their Associate in Science degree. The program will have a stop-out period of two-years, ending in Spring 2020, to enable our students to complete the program requirements and graduate.

The stop out will work as follows. The current program and all of the courses will be offered through Spring 2020, when the degree will no longer be available. BLT Counselors (Flo Abara and Lori Sakaguchi) will assist students with identifying comparable programs which students may wish to transfer, in the event students cannot complete the program at Kapi'olani Community College during the stop-out period.

If you have any questions concerning the stop out of the Marketing Program, please contact John Richards at (808) 734-9515 or johnlric@hawaii.edu.

Attachment: MKT Stop Out Memo - Approved

- c:
- Administrative Staff
  - Chair, Faculty Senate
  - Chancellors Advisory Committee CAC
  - Faculty Senate Curriculum Committee
  - Kekaulike Information and Service Center (KISC)
  - Maida Kamber Center (MKC)
  - Honda International Center (HIC)
  - Military and Veterans Program (MVP)
  - Counseling and Academic Advising Council (CAAC)
  - Center for Excellence in Learning, Teaching and Technology (CELTT)
  - Student Congress
  - Student Success Coordinator
  - Staff Council
  - Dean of Arts and Sciences
  - Dean of Health Academic Programs
  - Dean of Office of Community Relations and Continuing Education
  - Susan Pope, Educational Specialist
  - Marketing Program Coordinator



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

Office of CTE Dean

May 9, 2018

TO: Louise Pagotto  
Interim Chancellor

VIA: Susan S. Kazama *[Signature]*  
Interim Vice Chancellor for Academic Affairs

FROM: John Richards *[Signature]*  
Dean  
Hospitality, Business & Legal Academic Programs

SUBJECT: Stop Out of Marketing Program

SPECIFIC ACTION REQUESTED:

Approval to stop out admission of new students to the Marketing program.

ADDITIONAL COST:

No additional costs are incurred by this action.

RECOMMENDED EFFECTIVE DATE:

Fall 2018 - Fall 2020

BACKGROUND INFORMATION:

In accordance with UH Executive Policy #E5.202, Review of Established Programs, Section III, #6, the Chancellor's approval is requested to temporarily stop out the admission of new students to the Marketing program.

Per the "Authorization to Plan, Associate in Science in Entrepreneurship" approved by Vice President for Academic Planning and Policy, Donald Straney, the Associate in Science in Entrepreneurship program will replace the existing Associate in Science in Marketing program. During the requested stop out period, the Marketing Program will prepare a termination request for approval by the Board of Regents.

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Memo to Louise Pagotto  
May 9, 2018  
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The Marketing Program currently has 49 students pursuing the Associate in Science degree, and four (4) students are pursuing the Certificate of Achievement. Program faculty members working with BLT Counselors will offer needed courses or alternatives and develop individual advisement plans to help each student to complete their program.

Dean Richards attended the April 30, 2018 Business, Legal & Technology Department meeting to request a departmental vote in support of the stop out of the Marketing Program. Eleven of the 11 full-time faculty members present voted to support the measure.

ACTION RECOMMENDED:

Approval to stop out the admission of new students to the Marketing program effective Fall 2018.

Approved / Not Approved

LOUISE PAGOTTO  
Louise Pagotto, Interim Chancellor

5/9/18  
Date

JR:wg

xc: Brenda Ivelisse, Vice Chancellor for Student Affairs  
Brian Furuto, Vice Chancellor for Administrative Services