

rcs/10/2

University of Hawai'i  
Code Request Form for Academic Programs

# ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

**CLEAR FORM**

Form #CR-AP5  
Modified June 2017

Date: 9/18/17

## REQUESTOR CONTACT INFORMATION

Name	<u>Carol Okimi</u>	Campus	<u>Windward CC</u>
Title	<u>Secretary</u>	Email	<u>cokimi@hawaii.edu</u>
Office/Dept	<u>Academic Affairs</u>	Phone	<u>235-7463</u>

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

Program Code	<u>ABIT</u>	Program Description	<u>ABIT</u>
Institution	<u>WIN - Windward Community College</u>	Campus	<u>WIN - Windward Community College</u>
College	<u><del>Windward Community College</del></u>	Department	<u>Academic Affairs <del>BA</del> <b>BUS</b></u>
Level	<u>UG - Undergraduate</u>		

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 2017 , 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 2017 , 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**

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)

Geri Imai

Signature

Date  
SEP 21 2017

Financial Aid Officer  
(Print Name)

Steven Chigawa

Signature

Date  
SEP 21 2017

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

Suzette Robinson

Signature

Date

Suzette Robinson 9/25/17

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




UNIVERSITY of HAWAII  
**WINDWARD**  
COMMUNITY COLLEGE

September 20, 2017

**MEMORANDUM**

TO: Donald O. Straney  
Vice President for Academic Planning and Policy

FROM: Douglas Dykstra   
Chancellor

SUBJECT: Program Actions at Windward Community College

I have approved the following program action on April 22, 2015, effective Fall 2017.

**Terminate**

Certificate of Competence in Applied Business and Information Technology (ABIT)

c: Pearl Iboshi, IRAO  
Geri Imai, Registrar  
Steven Chigawa, Financial Aid Officer  
Amy Rozek, Vice Chancellor for Student Affairs  
Charles Sasaki, Division II Dean

## MEMO

To: Kathleen French, Chair, WCC Curriculum Chair

From: Vanessa Cole, Business Computing Instructor

Date: March 20, 2015

RE: Archive of Certificate of Competence in Applied Business and Information Technology (ABIT)

The Certificate of Competence in Applied Business and Information Technology (ABIT) should be archived. Some of the required courses do not align with any of the program outcomes. The second program outcome is not met by any of the course outcomes and the third program outcome is only met by one option. The options are too diverse to allow this certificate to have meaningful outcomes.

### Courses currently include

- BUSN 164 or ENG 209 – do not meet any of the program outcomes
- ICS 100 or ICS 101 – meet the outcome: *Develop advanced skills in Industry-standard computer programs*
- ACC 201 or BUSN 163 or ICS163
  - BUSN 163 or ICS163 – meet the outcome: *Develop advanced skills in Industry-standard computer programs*
  - ICS 163 -partially meets the outcome *Integrate design elements in publications and Web projects*
  - ACC 201 – does not meet any of the program outcomes

Stakeholders:

Discussion with VC Ardis Eschenberg and Michael Tom on March 9, 2015

Approved by discipline – March 16, 2015

Approved by department – March 19, 2015



Archive of Certificate of Competence in Applied Business and Information Technology (ABIT)

Vaughn Cole  
Proposer

4/14/2015  
Date

[Signature]  
Department Chair Signature

4/14/15  
Date

**Curriculum Committee Review**

Approved

Disapproved

Reason: \_\_\_\_\_  
[Signature]  
Curriculum Committee Chairperson

4/14/15  
Date

**Faculty Senate Review**

Approved

Disapproved

Reason: \_\_\_\_\_  
[Signature]  
Faculty Senate Chairperson

4/21/15  
Date

**Vice Chancellor for Instruction**

Approved

Disapproved

Reason: \_\_\_\_\_  
[Signature]  
Vice Chancellor for Instruction

APR 22 2015  
Date

**Chancellor**

Approved

Disapproved

Reason: \_\_\_\_\_  
[Signature]  
Chancellor

APR 22 2015  
Date