



Academic Affairs
UNIVERSITY of ALASKA ANCHORAGE

3211 Providence Drive
Anchorage, AK 99508-4614
T 907.786.1050, F 907.786.1426
www.uaa.alaska.edu/academicaffairs/

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To: UAA Community

Fr: Samuel Gingerich, Provost

A handwritten signature in blue ink, appearing to be 'S. Gingerich', is written over the 'Fr:' line.

Cc: Chancellor's Cabinet

Subject: Academic Program Suspension of Admissions or Deletion Guidelines

In spring 2015 I charged a Teach Out Working Group to develop a set of *Academic Program Suspension of Admissions or Deletion Guidelines* for all areas of the institution. The Teach Out Working Group included representation from Faculty Senate, USUAA, the colleges, the community campuses, Academic Affairs, Admissions, the Office of the Registrar, and University Advancement. Drafts of the guidelines were shared broadly for feedback and the final version is posted on the Office of Academic Affairs Policy and Procedures website.

These guidelines outline the administrative process for suspending admissions to a program and the communications necessary for implementing this. They complement the regular curriculum process, which will be followed for program changes.

Academic Program Suspension of Admissions or Deletion Guidelines

Preliminary Stage:

Suspension of admissions to or deletion of an academic program may result from regular or exceptional Academic Program Review (BOR Policy 10.06.010). Suspension of admissions to an academic program may result from other forms of formal review, in which the dean or director works with the program faculty to address issues of concern, such as inadequate resources or low enrollments. In the review, deans and programs should consider seeking input from as many stakeholders as needed. At the time of the review, deletion of a program may be considered if there are no students enrolled.

Draft Suspension Stage:

If, after the preliminary stage, the dean or director decides to continue toward suspension of admission to or deletion of the program, the following must occur prior to submitting a formal request to suspend:

- A. Consult with the provost who will consult with the cabinet.
- B. Inform the affected deans and campus directors that the request is forthcoming.
- C. Meet with the faculty to discuss the decision and next steps. The meeting should include community campus faculty that teach in the program.
- D. Address a memo to the provost, and cc the vice provost for undergraduate academic affairs. For graduate programs, also cc the dean of the Graduate School.

The memo should include:

- 1) A request to suspend admissions to or to delete the particular program;
- 2) A request to implement as of a particular date;
- 3) A brief justification of the suspension of admission or deletion (including actions to date to rectify any issues);
- 4) A statement of intent relative to the program. (Select one of the following options.)
 - a. Immediate program deletion (no students enrolled)
 - b. Teach out and delete the program when existing students have had a reasonable opportunity to complete
 - c. Hold for consideration
 - d. Revise the program and resume admission
 - e. Other
- 5) The program enrollment data for each of the most recent five academic years;

- 6) The plan for accommodating active majors (Attachment);
 - 7) The plan for communicating with active majors (Attachment);
 - 8) The impact on other UAA (or UA) programs or departments and how this will be addressed;
 - 9) A description of the consultation that occurred before submitting the proposal.
 - 10) The acknowledgement that by the conclusion of the fifth year of suspension, the academic dean or campus director must request, in consultation with program faculty, to reinstate admission, extend the suspension, or initiate the deletion process.
 - 11) Attachments:
 - A plan to provide all active majors with a plan of study to graduate no later than their catalog year allows. Coordinating with other UAA and UA campuses for course delivery options should be considered. Please work with the Office of Undergraduate Academic Affairs to complete this step.
 - A communication plan, including the message that will go out to all active majors and FAQs to be posted on the departmental website. The messaging should be proactive, explain some of the reasoning behind the suspension, and guide students appropriately. Announcements to the public will be handled by University Advancement.
- E. Notify active majors to inform them that a formal request to suspend the program will be submitted to the provost, and to let them know that guidance will be forthcoming.

Formal Request Stage

- Submit to the provost the formal memo requesting suspension of admissions to the program or
- Submit to the provost the formal memo requesting suspension of admissions to the program and Submit the materials required to gain approval to delete the program.

Post-Approval Stage for Suspension of Admission to a Program

- An approval memo from the provost will communicate the suspension to the faculty curriculum coordination listserv (uaa-faculty@lists.uaa.alaska.edu), governance (for the information of the academic boards), the advisors listserv, the deans and community campus directors, the chancellor's cabinet, and the student body president.

- The college or campus may then send a message to all active majors and commence work with the students.
- The formal request from the dean/director, the provost's approval memo, and a memo signed by the chancellor will go to NWCCU, with a copy to the UA vice president for academic affairs and research.
- The provost's office will submit the suspension to the registrar, who enters the suspension status into Banner, adds a notification of suspension to the program page in the eCatalog, and notifies Admissions, IR, Financial Aid, Student Access, Advising, and Transition and the staff of the UAA Registrar's Office. The registrar will update the UAA eCatalog, to which the official Admissions site links.

Model email message to active majors:

UAA has suspended admission of new students to the [Program major for X reason with Y intent](#). Assistance in mapping out a degree completion plan will be provided to all active majors. Please set up an advising appointment with one of the following advisers: [names and contact information](#).

A (meeting/forum) for majors will be held at _____.

Include FAQs in email, and/or provide link to appropriate web address.