

University of Alaska Anchorage Suspension of Admissions Policy

Policy Category: Academic Affairs
Responsible Office: Office of Academic Affairs
Related Policy: Board of Regents Policy [P10.06.010. Academic Program Review](#); [P04.04.047 Termination of Faculty](#)

I: Scope

This policy applies to University of Alaska Anchorage (UAA) credentials.

II: Policy Overview

This policy identifies the protocol for approving and implementing the suspension of admissions to a credential.

III: Policy Statement

- A. Suspension of admissions to a program is a management decision.
- B. Suspension of admissions to a program may be requested for a range of reasons, including but not limited to such factors as low student demand, lack of alignment with state and industry needs, or inadequate resources.
- C. While suspension of admissions to a program may be requested directly by the dean, particularly for unforeseen, sudden changes in circumstances, it typically results from a regular or exceptional Program Review conducted per Board of Regents Policy P10.06.010. Academic Program Review.
- D. Suspension of admissions to a program that might result in the reduction of force for tenured or tenure-track faculty may only result from a regular or exceptional Program Review conducted per Board of Regents Policy P10.06.010. Academic Program Review.
- E. There are two types of requests:
 - a. Suspension of admissions with intent to delete;
 - b. Temporary suspension of admissions while decisions relative to the program are being made.

IV. Procedure

- A. The dean submits a memo to the provost requesting to suspend admissions.
- B. The memo includes the following:
 - a. Request;
 - b. Implementation date;
 - c. Rationale for the request, including actions to date to rectify any issues;
 - d. The number of active majors, as provided by the Office of Academic Affairs, per the Registrar;
 - e. The plan for accommodating active majors;
 - f. The plan for communicating with active majors;
 - g. The impact, if any, on other UAA or UA programs and how this will be addressed;

- h. The plan for communicating with community and industry partners, such as advisory boards.
- C. Requests resulting from a provost's decision as part of a Program Review specifically state that fact in the rationale section of the above memo.
- D. If the provost approves the request, they sign and then hold the approval until the BOR notification period plays out and NWCCU approval is received.
- E. Upon approval from NWCCU, the provost distributes to the appropriate parties the signed request to suspend admissions, reminding the dean to not take action until admissions are officially suspended in Banner and the list of active majors is provided.
- F. OAA directs the University Registrar to suspend admissions to the program, to indicate that in the catalog, and to provide the official list of active majors for the teach out. The Registrar confirms when these steps are completed.
- G. The dean commences the teach out by sending the approved communication to all active majors and posting the general guidance on the program website. The dean will also communicate with community and industry members as needed.

IV. General Guidance

- A. General guidance regarding the process of suspending admissions will come from the Office of Academic Affairs.
- B. The Office of Academic Affairs will provide the completion plan template, tracking spreadsheet, and training for the teach out.

VI. Roles/Responsibilities

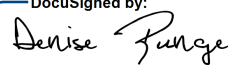
- A. Students - Students are responsible for responding to official communications regarding a teach out, meeting with an advisor, finalizing and signing a completion plan, and following the plan. Students should inform their advisor immediately about any unforeseen circumstances that affect their ability to follow the signed completion plan.
- B. Faculty - Work with the dean to provide flexible options as needed to ensure students can complete their programs.
- C. Dean - Submits to the provost, with a copy to any affected community campus directors, the formal request to suspend admissions, as outlined above. Oversees any resulting teach outs, including, but not limited to, approving waivers and substitutions, requesting exceptions to policy, and providing additional resources when possible.
- D. Provost - Reviews, approves, and ensures appropriate processes are followed relative to suspending admissions to a program and any resulting teach out. Is responsible for communications with the UA System, Board of Regents, and any agencies of the State of Alaska, as required and needed.
 - a. Academic Affairs - Facilitates the process; provides general oversight, interpretation, and implementation guidance across multiple offices and areas; and archives the official documentation.

- b. Student Success - Identifies specific advisors assigned to each teach out, participates in the general training, and ensures that any specific issues are brought to the attention of Academic Affairs in a timely fashion.

VII. Reason for the Policy

While it is sometimes necessary to discontinue programs, UAA is committed to ensuring that the processes resulting such a decision are consistent and that students, faculty, and community partners are well informed. It also ensures that UAA is meeting its own understanding of UAA, UA System, State of Alaska, and federal policies, practices, and regulations.

VIII. Approval

DocuSigned by:

AE7EE55F615543D...

June 29, 2026

Chancellor Approval

Date

As chancellor delegate