



May 14, 2015

To: UAA Community

Fr: Samuel Gingsberg, Provost

Cc: Cifalconi's Cabinet

Subject: Academic Review

In spring 2015, a management team working group to develop a *subset of Academic Program Suspension of Admissions or Deletion Guidelines* included representation from Academic Affairs, Admissions, the Office of the Registrar, and the Office of Student Affairs. The guidelines were shared on the Academic Affairs Policy and Procedures website.

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





- x The college or campus may then send a message to all active majors and commence work with the students.
- x The formal request from the [v l \] CE š } CE U š Z %o CE } À } • š \[ • %o %o CE } À c](#) memo signed by the chancellor will go to NWCCU, with a copy to the UA vice president for academic affairs and research.
- x The p [CE } À } • š \[ • } \( \)](#) submit the [Á](#) 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 staf [\( } \( š Z h Z P \] • š CE CE } K \( \( \)](#) 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.