

**From:** [Weissenburger, Jacalyn](#)  
**To:** [Harms, Brenda](#); [Milan, Jordan](#); [Renee Wachter \(rwachter@uwsuper.edu\)](#)  
**Subject:** UW System policy on suspending an academic program  
**Date:** Monday, October 30, 2017 12:37:00 PM

---

Renee, Brenda and Jordan,

According to the UW System policy, we should not suspend programs effective immediately. We need to notify UW System at least 4 weeks prior to the desired effective date.

Please, too, note the governance bullet. According to the other UW System policy, governance approval is only needed when faculty layoff is involved. I will check with Jim Henderson and Tom Stafford on this matter immediately.

Jackie

### **3.3.2 PROCESS TO SUSPEND ADMISSIONS**

#### **3.3.2 PROCESS TO SUSPEND ADMISSIONS** **BOOKMARK ANCHOR**

Suspending admissions to a program requires written notification at least four weeks prior to the desired effective date.

The Provost provides the following information to APEI via [afgp@uwsa.edu](mailto:afgp@uwsa.edu):

- The rationale for the program suspension;
- The potential impact on students currently enrolled;
- The potential impact on faculty and academic staff;
- Confirmation of the approval of the appropriate institutional governance body or bodies; and
- The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information

Jackie Weissenburger, Ph.D.  
Interim Provost/Vice Chancellor for Academic Affairs  
Old Main, Room 210  
University of Wisconsin-Superior  
715-394-8449  
[jweissen@uwsuper.edu](mailto:jweissen@uwsuper.edu)