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## ADMINISTRATIVE REGULATION AND PROCEDURE

Title: PROGRAM SUSPENSION AND DISCONTINUANCE	Code: DD0500
Policy Reference:	Revised: 04/15/26
	Effective: 05/25/26

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### **A. Statement of Procedure**

This Administrative Procedure (AP-DD0500) sets out the operational steps, internal governance sequence, required documentation, and timing requirements for suspension and discontinuance of academic programs at Milwaukee Area Technical College (MATC).

This procedure applies to all MATC academic programs approved by the WTCS Board, including:

- Applied Associate Degree programs (Aid Code 10)
- Technical Diploma programs (Aid Codes 30, 31, and 32)
- Associate of Arts and Associate of Science programs (Aid Code 20)
- Apprenticeship programs (Aid Code 50), subject to additional requirements set out in ESM Chapter 8
- WTCS Pathway Certificates (Aid Code 61) and Embedded Technical Diplomas
- Advanced Technical Certificates (Aid Code 11)

Locally awarded certificates that are not WTCS-approved programs are addressed through separate internal curriculum processes and are not subject to WTCS Board approval.

### **Procedure for Program Suspension**

MATC conducts an annual program review process via Academic Program Showcase (APS) and Vitality Studies. Programs annually complete the APS or the Vitality Study (4-year rotation).

Each process is informed by data prepared by the Office of Institutional Research. The review identifies programs that may be candidates for modification, consolidation, suspension leading to discontinuance. The annual cycle for program suspension and discontinuance decisions is intended to be completed by the spring of each academic year. Programs identified through this review do not move to suspension or discontinuance automatically. Programs may be internally paused to allow time to determine if a program may be revitalized through modification, or consolidation, or if suspension is warranted.



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1. The program is identified as a suspension candidate based on the annual viability review or other documented evidence. Data sets are provided by Institutional Research.
2. Pathway Dean consults with the program advisory committee, lead faculty, and other program/departmental faculty regarding suspension.
3. The Curriculum department, Pathway Dean, and Lead Faculty determine the number of active students with the program code and establish a teach out plan for completion of the degree.
4. Pathway Dean prepares a draft suspension recommendation including: rationale, current enrollment data, projected student teach-out plan, advisory committee minutes and projected workforce impact.
5. The recommendation is submitted to the EVP and VP of Academic Affairs for review and a decision to approve the suspension.
6. Pathway Dean contacts the Curriculum Department to initiate paperwork to suspend the program and internally pause program admission for the upcoming year.
7. The Curriculum Department contacts admissions, FA, Recruitment, etc to inform regarding the suspension and date. No students will be admitted for the following year.
8. Pathway Dean notifies the students (email letter) of the intent to suspend the program with details on commitment for completion of the degree. Individual teach out plans will be created for each student. Students have a maximum of three years to complete the program.
9. The Pathway Dean works with program faculty to adjust the schedule to meet student teach out needs for completion.
10. The Curriculum Department is responsible for communicating program suspensions to the MATC Board, WTCS and HLC once annual determinations have been made.



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### **Procedure for Program Discontinuance**

1. Suspension is a prerequisite to discontinuance. A program must be in suspended status for a minimum of one (1) year before MATC may initiate discontinuance.
2. Maximum suspension period is three (3) years. A program in suspended status for three years that has not been formally discontinued will be administratively discontinued by the WTCS System Office at the first Board meeting of the calendar year.
3. Zero active enrollments are required before submitting Form 6-4. A program with active enrollments will not be discontinued by the WTCS Board until enrollments reach zero.
4. Parent / child relationships. Discontinuance of a parent program automatically requires discontinuance of all child credentials (Embedded Technical Diplomas and WTCS Pathway Certificates). These are documented on the same Form 6-4.
5. Discontinuance of embedded credential programs are approved by the WTCS Associate Vice President of the Office of Instructional Services (AVP-OIS) rather than the full WTCS Board, but still require MATC District Board approval.
6. Both District Board and WTCS Board approval are required for discontinuance of a stand-alone program. District Board approval must occur prior to WTCS submission.
7. Once a program has been suspended for at least a year and there are no current active enrollments, the Provost/Vice-Provost will make a recommendation for discontinuance to the MATC District Board. Once the District Board votes to accept the recommendation, a recommendation to discontinue will be sent to the WTCS Board for its vote to discontinue.
8. Discontinuance takes effect in the fiscal year following WTCS Board approval. Discontinuance is not implemented in the same fiscal year of approval.

**Office of Responsibility: Vice Provost**