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**ADMINISTRATIVE  
REGULATION AND  
PROCEDURE**

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Title: PROGRAM SUSPENSION AND  
DISCONTINUANCE

Code: DD0500

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Policy Reference: D0503, Quality Assessment of Instructional Program and Support  
Services; H0300-2, District Administration Research and Planning

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## **Program Suspension**

### **Background**

The Wisconsin Technical College System's Educational Services Manual provides for program suspensions as follows:

College staff may suspend programs for a maximum of three years. Should economic conditions warrant the need, college staff can request reactivation of programs at any time within that three-year period by contacting the WTCS education director. At the end of the three-year period, the program must be discontinued.

System office staff will annually review programs with no enrollments. These programs will be reviewed for possible suspension.

[Chapter 6 Making Program Changes, page 45, Program Suspension]

### **Procedure for Program Suspension**

The program suspension process starts with the Program Performance Matrix reports for all the programs prepared by the Office of Institutional Research (IR) at the end of October each year. Pathway Deans will review the reports and recommend programs to be suspended. Programs recommended for "suspension" through this process will be submitted for Board review. The process leading to program suspension is as follows:

1. MATC's Office of Institutional Research (IR) will prepare Program Performance Matrix reports for all the programs by October of each year.
2. The Deans will identify programs that are having difficulty in attracting students over a two-year cycle (low enrollment & low demand), having difficulty graduating them, having difficulty in placing graduates in training-related employment, and/or which generate too few FTE's in relation to costs.
3. The list of programs will be shared with the department or pathway Curriculum Committee, Lead faculty, and other program/departmental faculty. The dean, in coordination with the Pathway staff and the Curriculum Committee, will then recommend to the Learn Pillar Integration Committee (LPIC).



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4. The LPIC will forward the recommendations for program modifications, consolidations, suspension or discontinuance to the Vice President of Learning.
5. The Vice President of Learning will receive and act on the recommendations of the LPIC. Programs approved for modifications and/or consolidations will be directed by the Vice President of Learning to develop appropriate documentation and an action plan. In the case of programs recommended for **suspension** or **discontinuance**, a recommendation will be forwarded to the MATC Board for appropriate action.
6. The Curriculum Office may be asked to act on one of the following:
  - a. Recommend that the college notify the state that the program be placed on suspended status.
  - b. Begin the process for program discontinuance as delineated in the WTCS Educational Services Manual.
7. The annual process for program suspension or discontinuance shall be completed by April of every academic year.

Office of Responsibility: VP of Learn

Last Reviewed: August 2022