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| Memo |  |

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| To: | James Mandigo, Provost and VP, Academic |
| From: | [Dean], [Faculty] |
| Cc: | [Department Head/Director], [Assistant to the Provost], [Associate Director, PDQA] [If graduate program, AVP, Research, Engagement, & Graduate Studies], [pdqa@ufv.ca, and other relevant assistants, including Faculty Council] |
| Subject: | Program Reinstatement: [Program], [Department/School], [Faculty/College] |
| Date: | [current dATE] |

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| SECTION 1 - Program Information  *Further program information (credential, etc.)* |
| SECTION 2 - Effective Date  *Semester the program would be reinstated (i.e., first term to accept new students)* |
| SECTION 3 - Rationale  *Provide a summary of the program’s readiness to be reinstated outlining steps taken to address reasons for suspension; (if revisions to the program were made, provide UEC/GSC approval dates)* |
| SECTION 4 - Consultation  *Agreement between the department/school and the Faculty/College Council. Summary of consultation could include other stakeholders such as the*   * + *Academic Advising*   + *Budget Office*   + *for graduate programs, Associate Vice-President, Research, Engagement, & Graduate Studies.* |
| SECTION 5 - Communication Plan  *The Department Head/Director, in consultation with the Dean and Provost, will develop the communication plan which must be attached to this memo. After approval, the Department Head/Director executes the communication plan. The plan must include the following areas and specify the approval and effective dates:*   * *existing students* * *Office of the Registrar* * *Academic Calendar Editor* * *Undergraduate Education Committee (or Graduate Studies Committee)* * *Academic Planning and Priorities Committee* * *Academic Advising Centre* * *University Relations (include Marketing)* * *Faculty/College Councils affected* * *external stakeholders, if relevant* |
| SECTION 6 – Additional Relevant Information  *List here and attach any other documents that may be relevant, e.g., memo from the department.* |