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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.*
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| 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*
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| SECTION 6 – Additional Relevant Information*List here and attach any other documents that may be relevant, e.g., memo from the department.*  |