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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] |
| Subject: | Program Suspension: [Program], [Department/School], [Faculty/College] |
| Date: | [current dATE] |

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| SECTION 1 - Program Information  *Any further program information (credential, etc.)* |
| SECTION 2 - Effective Date  *Semester the program suspension would take effect (i.e., first term program will not register students)* |
| SECTION 3 - Length of Suspension  Request suspension for:  1 year  2 years |
| SECTION 4 - Rationale  *Clearly and precisely present the rationale for suspension with consideration to the following:*   * + *insufficient resources*   + *low enrolment or demand*   + *declining employment opportunities for graduates*   + *curricular issues*   + *inability to provide appropriate educational environment and/or supports*   + *decline in quality or the inability to meet required program outcomes*   + *the program is being reviewed for renewal or restructuring* |
| SECTION 5 – Work Plan  *Describe how the suspension time will be used to address the reasons for suspension.* |
| SECTION 6 – Consultation  *Consultation must take place, and evidence provided, prior to the recommendation being approved. When timelines and decisions are pressing, the consultation process may be abridged or expedited depending on the nature of the circumstances and the summary must include the following stakeholders:*   * + *Department/School*   + *Academic Advising*   + *Faculty/College Council*   + *Budget Office*     - *short term impact on space (employee and instructional)*     - *short-term impact on operating budget and resources dedicated to the suspended program*   + *for graduate programs, Associate Vice-President, Research, Engagement, & Graduate Studies.* |
| SECTION 7 - Accommodation Plan  *Describe or attach the plan to suspend admissions, and include where appropriate, accommodations for students who are already enrolled in the program, and any measures to mitigate the effects of the program suspension.* |
| SECTION 8 - Communication Plan  *The Department Head/Director, in consultation with the Dean and Provost, will develop the communication plan which must be detailed here or 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* * *Faculty/College Councils affected* * *others as needed* * *external stakeholders, if relevant* |
| SECTION 9 – Additional Relevant Information  *List here and attach any other documents that may be relevant, e.g., memo from the department.* |