**Proposal to suspend admissions to a program**

**NOTE:** Suspension of admissions to a program does not result in the termination of a program. After a program has been suspended for at least two semesters, an academic unit follows the process to terminate the program. Or, if no students are currently enrolled in the program, academic units can consider the fast track option.

1. All impacted credentials, levels and categories of the degree, and specific discipline or field of study

2. Location of the program

3. Faculty(ies), Department(s), or School(s) offering the program

4. Proposed date for suspension

5. Reasons for suspension of admissions, such as:

* Insufficient resources
* Lack of enrollment demand
* Curricular issues
* Inability to provide appropriate educational environment and/or supports

6. Plan for suspension, including:

1. Steps taken to consult with students
2. Steps taken to consult with impacted instructors and staff
3. Steps taken to ensure students in the program have the opportunity to complete the program
4. Confirmation of consultation with other impacted departments and faculties

7. Draft Calendar entry detailing suspension of admissions to the program:

 **Admission to this program has been suspended effective [Term] [Year].**

8. Name, title, phone number and email address of the institutional contact person in case more information is required (normally, the Dean of the Faculty in which the program is housed).