To request that admissions be placed on pause for a particular program, complete and submit this form. This request, if granted, will be good for one academic year. As the submitter, you will need to submit another request by 2/1 of the following calendar year to extend the program pause. If program remains on pause for longer than 2 years, the Office of Curricular Affairs will request that you submit a request to disestablish unless there is a strong rationale for extension.

1. Submitter’s Name and Title:
2. Date Request Completed:
3. Desired Start Term for Pause of Admissions:
4. Program Name and Plan Code:
5. Program Type (i.e., major, minor, certificate, etc.):
6. College owner(s):
7. Department Owner(s):
8. Rationale for Pause of Admissions:
9. Are students currently enrolled?

	1. If yes, detail your plan to continue teaching these students so they can finish the program.
10. Required Signatures:

Program Director/Main Proposer (print name and title):

Program Director/Main Proposer signature:

Date:



Department Head (print name and title):

Department Head’s signature:

Date:



Associate/Assistant Dean (print name):

Associate/Assistant Dean’s signature:

Date:



Dean (print name):

Dean’s signature:

Date:

