**April 10, 2012**

**MEMORANDUM**

**TO:** Michael Caldwell, Chair

 Academic Senate

**FROM:** Marilyn Wilson, Chair

 Graduate Committee

**RE: Policy for Initiating Voluntary Suspension of a Graduate Program**

Submit the following information to the University Graduate Committee (UGC):

1. Rationale for the request to suspend the program
2. Description of measures in place to ensure that current students will be able to complete the program
3. Documentation from the department and dean that supports the decision to suspend
4. An action plan and timeline or criteria for reactivating the program

Upon receipt of the above information, the UGC will:

1. Set a timeline for actions by the program and for reporting back to the UGC.
2. Review criteria for reactivation or possible discontinuation of the program.
3. Communicate the program status to the Division of Graduate Studies for appropriate dissemination once the steps above have been completed.

For more information, contact the Chair of the University Graduate Committee: Marilyn Wilson – marilynw@csufresno.edu.

MW:vb