Clarification of Editorial Procedures for Programs Not Accepting Students
(Graduate and Undergraduate)

When a decision to suspend enrollment in an academic program is made by the department or program faculty and endorsed by the dean, the following procedures should be followed to assure information is accurately communicated to students, faculty and advisors.

When admissions are to be suspended for less than one year, the dean must notify the Provost and the Dean, College of Graduate Studies (for graduate programs) or the Vice Provost for Academic Affairs, and Undergraduate Admissions (for undergraduate programs).

There is no need to modify what is printed in the Bulletin(s). Modifications needed in the Class Schedule would be made by the Registrar within the typical process, after requests from the department through the dean's office.

When admissions are to be suspended for more than one year, the Dean has two choices:

1. **Two Year Note**: Request the Bulletin Editor to insert a note in the online Bulletin as of the semester indicated on the attached form and in the next issue of the paper Bulletin to reflect that the program is not currently admitting students. This results in a note being entered just under the program title. This action is appropriate when the dean is relatively confident the program will resume accepting students within two years. This request should be made by the Dean on the attached form.

2. **Hiatus:** Request that the program be put on hiatus, with a specified time frame if that is available. This request should be made by the Dean on the attached form. This would result in the program not being listed in any of the University Bulletins (online Bulletin and paper version at next publication issue) or websites.

Programs on hiatus would not be expected to follow the Academic Senate's assessment of student learning policy nor the University's periodic program review policy. Programs may stay in a hiatus mode for up to five years. **During the five years on hiatus, the college Dean will encourage the relevant department or program to either: a) update the curriculum and reopen admissions, or b) move to eliminate the program through the curricular process.[1]**

Record Keeping. Official records of which programs are not admitting students, on hiatus, or awaiting elimination through the curricular process will be kept in Academic Effectiveness. Therefore, all communications from the Dean should include copies to the Bulletin Editor. Annual reports of the status of various programs will be made in the fall to the Academic Planning Council.

How to take a program off of hiatus:

There are three ways to take a program off of hiatus:

1) Delete it on a pink form via curricular process (Academic Senate).
2) Change it on a pink form via curricular process (Academic Senate).
3) Send an e-mail to your Dean stating you want it brought back "as is" (no changes), and ask the Dean to forward their approval of this to Laura McGuire, Bulletins Editor. The suspend will be taken off the program in SAP-SLCM, and it will appear in the current online Bulletin, with a note in the "Corrections and Updates," and will appear in the next available paper Bulletin.

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[1] There is a curricular process for eliminating programs that includes 'the pink form' (Modification of Existing Program Proposal Form) from the Curricular Authority Document. https://apps.cmich.edu/curricularforms/

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