

# Suspend Admissions and/or Close Program/Certificate

- 1 Faculty Discuss
- 2 Complete Substantive Change Survey (Provided by OSPIE)
- 3 Complete Senate Approval Forms & Include Supporting Documentation, Including OSPIE's Teach-Out Plan
- 4 Review & Approval at Department Level
- 5 Review & Approval at College Level
- 6 Review & Approval at Academic Council (HCCC, GC, and/or UC)
- 7 Senate Council Office Review
- 8 Review & Approval by Senate's Admissions and Academic Standards Committee (SAASC)
- 9 Review & Approval by Senate Council
- 10 Review & Approval by University Senate<sup>1</sup>
- 11 Review & Approval by UK Board of Trustees (Board Approval is Only Required When Closing a Degree Program)
- 12 Registrar Inputs into SAP and GPS

<sup>1</sup>Suspension and/or closure of a certificate and suspension of a degree program require University Senate approval but not UK Board of Trustees approval. For these types of changes, skip Step 11 and proceed to Step 12.