If admissions to a major is being suspended because of an impending discontinuation of a major, the procedure for discontinuation of a major as described in PPM 200-25 3B 1-6 should be followed.

If admissions to a major is being suspended without the intention of discontinuation the Undergraduate Council expects to receive a clear description of the request and justification for the action to suspend admissions that includes:
   a. A brief explanation of why admissions are being suspended.
   b. The length of time admissions will be suspended and for which students (i.e., all students, new students, transfers, etc).
   c. The specific plan of action to be taken during the period of suspension.
   d. A statement concerning any planned course cancellations and how the college or academic unit will eliminate or minimize any negative impact to current students.
   e. A record of the faculty vote to suspend admissions and summary of faculty responses.

Note: Admissions to a major will automatically reopen at the conclusion of the suspension period unless further action is requested.