*Remove these instructions prior to submission. Paste the following template on department electronic letterhead.*

**Date:** [insert date of submission]

**To:** Graduate Studies Committee

**From:** [insert name of department chair]

**CC:** [insert name of college associate dean]

**Subject:** Suspension of Admission to [insert name of graduate program]

**Program Name:** [insert name of graduate program]

**Option/Concentration, if applicable:** [insert name of option or concentration]

**Effective Date:** [insert effective term and year]

[insert rationale for suspension]