

Sponsor: Committee on Academic Policy and Planning (CAPP)
Originally approved: 2010-03-08
Reviewed/Effective: 2011-12-08

Senate Policy and Procedures for the Temporary Suspension of Admissions in Academic Programs

(Approved at Senate 8 March 2010)

A. Objectives

Policy and procedures for the temporary suspension of admissions in academic programs are designed to ensure that suspension is in the best interests of the University, including its students, and that the procedures followed in recommending suspension are transparent and consistent. Suspension of Admissions in an academic program differs from discontinuance in that it is not permanent.

B. Principles

Recommendations to suspend admissions may be initiated by the department offering the program, the Dean, or the Academic Vice-President. The recommendation will be submitted to the Committee on Academic Policy and Planning (CAPP) for consideration. CAPP refers the recommendation to Senate, following consultation with the department/program, and Senate makes a recommendation for or against suspension to the Vice-President Academic and Provost. Following consultation with CAPP and Senate, the Vice-President Academic and Provost makes a recommendation to the President, who makes the final decision.

Decisions shall be informed by criteria such as the following: student demand for the program measured by internal or external enrolment data and trends (including applications, numbers of students in honours, majors, concentrations, and minors, number of graduates, and registrations in courses), normally over a period of five years; contributions made by program course offerings to other programs; the relation of the program to the University's mission and strategic objectives; and the University's ability to provide the resources to maintain the program at the desired level of quality.

In carrying out the suspension of admissions, arrangements will be made to ensure that students who are currently enrolled in the program will be able to meet graduation requirements. Suspensions of admissions will be in effect for two academic years. Within the two-year period, a recommendation will be brought to Senate by CAPP to lift the suspension of admissions and admit students to the program, revise or restructure the program, discontinue the program under the terms of the Policy and Procedures for the Discontinuation of Academic Programs, or recommend to the Vice-President Academic and Provost a further period of suspension in accordance with the Policy and Procedures for the Temporary Suspension of Admissions in Academic Programs.

C. Procedures

1. A recommendation for suspension of admissions in a program will be submitted to CAPP for consideration. This recommendation can come from the Department, the Dean, or the Vice-President Academic and Provost.
2. Once CAPP has received the recommendation, CAPP will ensure that the following steps take place in a timely fashion:
 - a. The appropriate Dean shall meet with the program/department faculty to discuss the recommendation and its implications, and will ask the Department to provide a written response.
 - b. If the department has chosen to respond, a copy of the department's written response shall be included in CAPP's submission to Senate. It is understood that no department has a veto on a recommendation to suspend admissions in its program, or one of its programs, nor will its recommendation automatically be accepted.
 - c. The appropriate Dean shall meet with students to discuss the recommendation and its implications.
 - d. The appropriate Dean shall consult with partner institutions or other relevant stakeholders. The results of this consultation will be reported to CAPP.
3. CAPP will communicate its recommendation to Senate. CAPP's recommendation will include the department's written response, as well as any feedback from students and other stakeholders arising from the Dean's consultation.
4. Senate will make a recommendation to the Vice-President Academic and Provost who will make a recommendation to the President.
5. The President may approve the suspension of admissions to the program.
6. Where admissions are suspended in any program, the appropriate Dean shall work with the Chair to ensure that arrangements are in place for current students to graduate in the program.