

Temporary Suspension of Admissions – Checklist

The following process should be followed prior to submitting a notice to the Senate of a temporary suspension of admissions. Note that, per the [Policy](#), the recommended procedures apply to any program designation that appears on a student's transcript, with the exception of graduate fields that appear on graduate student transcripts.

The Senate recognizes that the decision to temporarily suspend admission can be made by the relevant Dean(s) in consultation with their Faculty Board or equivalent.

Prior to submitting a notice of temporary suspension to the Senate, the following checklist should be consulted, and confirmation that the checklist was consulted should be referenced in the documentation provided.

The relevant Dean(s) should do the following:

1. Ensure there are opportunities for affected individuals and groups, including Senate, to provide input on the proposed suspension. In particular, Deans should consult with their Faculty Boards on the proposal and note whether or not this was done and, if not, why, in the communication to the Senate.
2. Ensure that alternatives have been explored, and provide an explanation to affected individuals and groups, including Faculty Board(s) and Senate, regarding the feasibility (or lack) of these alternatives.
3. Conduct an analysis of the anticipated effect, if any, the temporary suspension will have on other units/programs.
4. Conduct an analysis of the anticipated impact, if any, the temporary suspension will have on the equity goals of the unit/program, and steps that will be taken to ensure that these goals continue to be met.
5. Develop a communication plan regarding the decision to suspend admissions, in consultation with the Provost.
6. Develop a plan to ensure affected students can meet graduation requirements.
7. Convey the decision and rationale, **prior to the decision coming into effect**, to:
 - a. Students, staff, and faculty most closely affiliated with the program;
 - b. The broader academic community;
 - c. Faculty Board(s) as required; and
 - d. Senate

Following presentation of the admissions suspension decision to the Senate, a communications plan is to be put into effect. Temporary suspensions are time-limited to a maximum of two (2) years. The Dean(s) shall consult the Policy to ensure requirements are met according to the timelines laid out.