

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, Faculty Boards on the proposal and note whether or not they are included in the communication to the Senate.
2. Ensure that alternatives have been explored and provided to affected individuals and groups, including Faculty Board(s) and note the (strength/weakness/lack) of these alternatives.
3. Conduct an analysis of the anticipated effect, if any, on other units/programs.
4. Conduct an analysis of the anticipated impact, if any, on the equity goals of the unit/program, and steps that will be taken to ensure that the goals continue to be met coming into effect
 - a. Students, staff, and faculty
 - b. The broader academic community
 - c. Faculty Board(s) as recommended
 - d. Senate

Following presentation of the admission suspension plan is to be put into effect. Temporary suspension shall last for a maximum of two years. The Dean(s) shall consult with the Faculty Board and the Senate on the timelines laid out.