



Senate Committee on Academic Development
Report to Senate - Meeting of May 22, 2012

**Interim Report to Senate on Procedures for the Suspension of
Admissions to Academic Programs**

**students in the program. SCAD shall be requested to produce
2012 Senate Meeting.**

At its meetings on February 1st and 29th, 2012, SCAD discussed the above referral from Senate. It was agreed to establish a small subcommittee that would collect information relevant to suspension of admissions to academic programs at Queen's University and provide draft recommendations that would be reviewed by SCAD prior to SCAD submitting its recommendations to Senate. The Subcommittee was chaired by S. Cole (Chair of SCAD) and included elected members of SCAD L. Long, I. Johnsrude, and J. Emrich - as well as H. Horton (Associate Dean, Arts and Science). A memo was sent by the Chair and Secretary on behalf of SCAD in early February soliciting information from Deans of Faculties/Schools about current considerations, guidelines, and/or procedures around decisions to suspend admissions into an academic Program and/or Plan. Responses to this memo were shared with SCAD.

The subcommittee met three times between March 20th and April 18th and drafted a document entitled *Guidelines for the Suspension of Admissions in Academic Programs*. This draft document was reviewed and revised by SCAD at its meeting on May 2nd and it was agreed unanimously by members of SCAD that the Chair would present an interim report to Senate with proposed guidelines (document attached).

Early on in the process SCAD and its subcommittee reviewed responses from each individual Faculty/School that outlined current considerations, guidelines, and/or procedures around decisions to suspend admissions into a Program and/or Plan. The information received from the Faculties revealed some variation in procedures often commensurate with the complexity of the Faculty structure (for example, whether or not the Faculty was departmentalized). However, some common points emerged:

- Discussions relating to a possible suspension of admissions to a Program/Plan are often initiated at the Department/ Program/Plan level.
- Factors influencing decisions to suspend admissions to a Program or Plan are shared by all Faculties in some instances while in other instances, the dominant influencing factors are more Faculty- and/or discipline-specific.
- The formal decision to suspend admissions is made by the Dean.
- while in others, more limited (e.g. after receiving advice from an advisory board or from his/her senior administration team).

Next Steps

community. SCAD proposes that the Interim Report to Senate and the draft document entitled *Guidelines for the Suspension of Admissions in Academic Programs* be

- Posted on the website of the University Secretariat;

