Framework on Suspending admission

Purpose

The purpose of suspending admission to a program is to remove it from the application site, COPE application and printed recruitment material, allowing units time to consider the program changes. These programs will remain listed in the Calendar. Suspending admission to a program cannot be used to delay resource allocation discussions or program closure decisions.

Timeline

Ideally, suspending admission to a program will follow the viewbook modification deadlines. However, the committee recognizes the need to facilitate exceptional circumstances and will consider requests outside of this timeline on a case-by-case basis (this includes programs with rolling admissions and graduate programs).

A program's admissions can only be suspended for 2 admission cycles, after which time the program should be reinstated, redesigned/modified or closed. If a program wishes to remain suspended for more than 2 admission cycles further justification will be required and the request would need to be approved by the Vice-Provost Academic.

Framework for suspending admission

The decision to suspend admission will be established though a request in writing from the Dean or Associate Dean responsible for the program to the Vice-Provost (Academic). This request will establish:

- The rationale, including supporting evidence (e.g. enrolment data, changes in faculty compliment, recommendations from an external review, considerations for curriculum renewal etc…)
- The timeline
- Any implications on other Quality Assurance processes, for example Cyclical Program Review timelines
- Any impacts of the suspension on other programs, joint programs with a partner institution, or partnership with a third-party (co-op program, internship, work-integrated learning, industry partnership etc…)
- Considerations for donor funded programs
- Any necessary transition plans for current applicants or students

- If a decision to suspend admission is made, a memo will be generated to the unit from the Vice-Provost (Academic) (and cc'd to the relevant offices including the Provost, Dean, Admissions, the Registrar's Office, Graduate Studies) confirming the decision and prompting the Calendar Editor to generate the workflow in courseleaf (see below). The Vice-Provost (Academic) will inform SCCASP and SQAPC of the decision and the request from the Dean's office and memo to the unit will be provided to Senate for information.
- The Office of Academic Programs and Strategic Initiatives (APSI) will track all programs that have suspended admission and the appropriate Calendar Editor will provide an annual

report to the Dean. APSI will follow up with the unit as the suspension period ends to discuss program closure, curriculum redesign or program reinstatement.

Process for reinstating or closing a suspended program

Closure

If it is determined that the program will close, this will be processed through the major modification workflow. This will follow the current program closure process.

Program Redesign/modification

If the program is being redesigned or modified in order to be reinstated, this will follow a modified A1 major modification process.

- The unit will:
    - complete a modified executive summary template
    - enter the program changes into courseleaf
    - provide a business plan

Once the proposal has been approved by the Dean and reviewed by APSI, VPARC and PBWG approval will be required prior to the proposal moving through the remainder of the courseleaf/IQAP workflow.

Program Reinstatement

If the unit wishes to reinstate the original program, without any programmatic changes, this will follow a modified A1 major modification process.

- The unit will:
    - complete a modified executive summary template
    - provide a business plan

Once the proposal has been approved by the Dean and reviewed by APSI, VPARC and PBWG approval will be required prior to the proposal moving through the remainder of the courseleaf/IQAP workflow.

NOTE: In the instance of program redesign or reinstatement a business plan is required in all cases, even if no new resources are being requested. The proposals must always be reviewed by both VPARC and PBWG.

Workflow Summarized:

Suspending admission workflow in courseleaf:

- ChairDir
- Notify FYI (Members: Admissions, Academic Programs and Strategic Initiatives, Student System Support, Associate Deans in all faculties)

Complete workflow:

- Discussion between Vice-Provost and Dean/Associate Dean and written request
- Memo to unit
- Calendar Editor enters change into courseleaf
- APSI provides update to SCCASP, SQAPC and Senate for information
- Tracking is maintained on Tracker by APSI

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- Yearly report is provided to Deans by the Calendar Editor
- APSI will follow up with unit as suspension period ends to process a closure, curriculum redesign or reinstatement.