

Procedure for Requesting a Suspension of Admissions to a Graduate Program

Graduate program faculty may, for very legitimate reasons, decide that it is appropriate to voluntarily suspend admissions to a graduate program or to a specific degree option within a graduate program. The Dean of Graduate Studies and the Graduate Council have adopted the following specific procedures for requesting such actions:

- 1) A request to voluntarily suspend admissions to a program or degree option within a program must be submitted by the graduate program chair to the Dean of Graduate Studies. The request must indicate the rationale for suspending admissions, the method by which the group membership was consulted, the results of the vote of the membership supporting the proposed action, the effective date of the suspension, a plan for providing an appropriate academic program for currently enrolled students, an estimated duration of the suspension, anticipated plans for re-opening admissions and information regarding the group of faculty who will continue to serve as the Executive Committee during the suspension.
- 2) The Dean of Graduate Studies will review the request with the Chair of Graduate Council. If both concur with the request, the Dean will implement the suspension as of the effective date. Any students who have applied for the current admission cycle will be notified and the application fee will be refunded. The Chair will notify Graduate Council of the action being taken. If the Dean and the Chair do not concur with the request, it will be submitted to Graduate Council for review and recommendation as to the appropriate action.
- 3) A request to re-open admissions must be submitted to the Dean of Graduate Studies no later than January 1st preceding the Fall term to which students will be admitted. The request to accept applications must be clear that the program degree requirements have not changed in any way. If the faculty wish to modify the degree requirements prior to accepting applications, that request must be submitted for Graduate Council approval before any applications can be accepted.
- 4) Any program for which admissions have been voluntarily suspended for five years will be asked to justify the continued suspension. That justification will be received by the Dean of Graduate Studies and forwarded to Graduate Council for review by the Program Review Committee. If the justification is deemed inadequate, Graduate Council may recommend that the program be discontinued. After a total of 10 years, Graduate Council will assume that the program is no longer viable and it will be discontinued automatically as of that date or as soon as the final student has completed his or her degree.