Guidelines for Suspending Admissions to a Graduate Program (degree, track, or graduate certificate)

Academic units wishing to formally suspend admissions to a graduate degree program, graduate certificate, or track within a graduate degree program should adhere to the guidelines below. Formal suspension of admissions results in the Graduate School inactivating the application to this program so students can no longer apply.

1) Faculty in the unit approve suspending admissions to the graduate degree, degree track, or graduate certificate program(s).
2) The unit communicates with the college/school dean or chancellor and follows any process required by the college/school or campus.
3) The unit head sends a memo to the Graduate School, with copy to the dean or chancellor, outlining the items noted below. In order to allow adequate time for implementation, the memo must be submitted well in advance of the application deadline for the quarter in which admissions will be suspended. Recommended submission is four months prior to the application deadline. The memo must include:
   a. Background and rationale for suspending admissions to the graduate program. Include specific degree or certificate program code(s) affected.
   b. Confirmation of process (approval at unit/college/school level).
   c. How this will impact current students in the program.
   d. How this will impact faculty and staff involved in the program.
   e. Timeline for implementation.
   f. Timeline for reinstating admissions to the program(s).

The Graduate School will respond in writing to the memo. Generally, formal suspension of student admissions is allowed for two years of admission cycles without initiating program termination. For periods of longer than two years, or for permanent suspension of student admissions, the University may engage the Reorganization, Consolidation, and Elimination of Programs (RCEP) process as outlined in the Faculty Code, Chapter 26, Section 26-41. The following documents have been created by the Faculty Senate as resources describing the RCEP process:


To reopen admissions to a graduate program that has formally suspended admissions, the unit should adhere to the following guidelines.

1) Faculty in the unit approve reopening admissions to the graduate degree, degree track, or graduate certificate program(s).
2) The unit communicates with the college/school dean or chancellor and follows any process required by the college/school or campus.
3) The unit head sends a memo to the Graduate School, with copy to the dean or chancellor, outlining the items noted below. In order to allow adequate time for implementation, it is
recommended that the memo be submitted at least four months prior to the application deadline for the quarter in which admissions will be reinstated.

a. Background and rationale for reopening admissions to the graduate program. Include specific degree or certificate program code(s) affected.
b. Confirmation of process (approval at unit/college/school level).
c. How this will impact faculty and staff involved in the program.
d. Timeline for implementation.
e. Timeline for reinstating admissions to the program(s).