

College Policy & Procedures Manual	
Category	6 - Instruction
Policy #	6.1.5

PROGRAM CANCELLATION AND SUSPENSION

POLICY

The Program Cancellation and Suspension policy provides process and criteria to guide decision-making for the cancellation or suspension of a program. The application of this policy will be consistent with the College's mission, values and strategic plan.

PURPOSE

The cancellation and suspension policy will ensure decisions are data-driven and evidence based and that they are made in a respectful, timely and considerate manner. It will be applied in response to a proposal for program cancellation or suspension arising from either the College's educational planning or changing external conditions.

SCOPE

This process shall include all College programs that are to be submitted to Education Council for review and advice as per the College and Institute Act (section 23(1) e).

DEFINITIONS

Program: For the purpose of this policy, is an institutionally defined and specific set of courses that, when successfully completed, provides a recognized College of the Rockies credential (e.g. degree, diploma or certificate).

Cancellation: Is the elimination of all seats in a program or the elimination of enough courses in a program that it would make it impossible for a student to complete the program at College of the Rockies.

Cancellation is NOT

- A shift in the location of seats in a program;
- A change in instructional format;
- Suspension of a program for two years or less; and/or
- A cancellation of a course section or program section due to low enrollment.

Suspension: Is the cessation of a program's offerings for two years or less.

A Program Suspension is NOT

- The cancellation of one program intake;
- A change in instructional format;
- Required to initiate a program review.

GUIDELINES

A. Cancellation Guidelines:

1. All of the following will be considered in any recommendation to cancel a program:
 - a. The most recent academic year program data including:
 - Student demand
 - Retention rates
 - Graduation rates
 - Financial viability
 - Labour market demand
 - Institutional capacity
 - Program quality
 - b. All data collected during the program review process;
 - c. Program's relationship to other programs;
 - d. Alternative program providers;
 - e. Fiscal/budget challenges;
 - f. Any other criteria considered relevant.

2. The decision to cancel a program will include the following steps:
 - a. The Dean makes a recommendation to the Vice President's Academic Council (VPAC) with a rationale to cancel a program and a plan which includes a 'Teach-out Plan' and final date for issuing the credential.
 - b. The VPAC recommendation goes forward to the President Council for information and advice. The VP Education will take the recommendation:
 - to Education Council at least 10 working days before the Board will deal with the matter, including the date by which a statement setting out the advice of Education Council must be given to the Chair of the Board. ▪ to the Board for decision.
 - c. The President informs Education Council of the decision.

B. Suspension Guidelines

1. Any one or more of the following may be considered in a recommendation to suspend a program:
 - Student demand
 - Retention rates
 - Graduation rates
 - Financial viability
 - Labour market demand
 - Institutional capacity
 - Program quality

2. The decision to suspend a program will include the following steps:
 - a) The Dean recommends to the Vice President's Academic Council that the program be suspended, providing the rationale for suspending the program and a 'teach-out plan' for current students.
 - b) The VPAC recommendation goes forward to the President and to Education Council for information and advice on the proposed program suspension.
 - c) If the President accepts the recommendation to suspend the program, the President forwards his decision to EdCo and the Board for information.

3. The program suspension period will normally initiate a full program review, as per Policy 6.1.2, and will include stakeholder consultation on relevant program issues with the goal of identifying viable alternatives to cancellation of the program.

4. A program suspension is not a required first step to a program cancellation. After not more than two years, a suspended program will either be reinstated or cancelled as per 6.1.5. A1.

