

Title of Policy	Program Suspension and Termination
Policy Number	6.1.5
Category	6 - Instruction and Support
Approval Body	Board with advice from Education Council
Policy Sponsor	Vice President Academic and Applied Research
Operational Lead	Deans
Approval/Effective Date	May 2022
Proposed Date of Review	May 2027

CONTEXT AND PURPOSE

This policy guides decision-making for the suspension or termination of a program.

This policy will ensure decisions are data-informed and evidence based and that they are made in a respectful, timely, and considerate manner in response to either the College's educational planning processes and/or changing external conditions.

SCOPE

This policy applies to 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) and as such does not apply to General Interest, Continuing Education or Contract Training programs. In addition, it does not apply to individual courses or adjustments in the number or location of program offerings as part of the ongoing management of program delivery.

DEFINITIONS

Program: An institutionally defined and specific set of courses that, when successfully completed, provides a recognized College of the Rockies credential.

Program Suspension: Ceasing to admit students to a program for a defined period.

Program Termination: The permanent closure/cancellation of a program which includes removal from the academic calendar and cessation of admission to the designated program.

Stakeholders: Any individuals or groups who may be directly impacted by the outcome of a decision, including, for example: students, faculty, staff, administrators, program advisory committees, community leaders, Indigenous groups, industry employers, and partner organizations.

POLICY STATEMENTS

A. PROGRAM SUSPENSION

- A.1 The decision to suspend a program intake will be based primarily on program performance indicators including program quality, student demand, retention and graduation rates, financial viability, institutional capacity, and program relevance.
- A.2 Final decision to suspend a program is the responsibility of the Vice President Academic and Applied Research.
- A.3 The suspension of a program will normally lead to a full and/or expedited program review, as per policy 6.1.6 *Program Quality Assurance*, and will include stakeholder consultation on relevant program issues with the goal of identifying viable alternatives to termination of the program.
- A.4 A program suspension is not a required first step to a program termination.
- A.5 The suspension of an intake of a program will be communicated to all affected stakeholders as soon as a decision is made.
- A.6 Program suspension must minimize the impact on current students. A transition plan must be developed to allow students in a suspended program to complete their studies within reasonable time limits or to transfer to an alternative provider.
- A.7 After not more than four years, a suspended program will either be reinstated or terminated.

B. PROGRAM TERMINATION

- B.1 Where it is identified that a program is no longer sustainable, a recommendation to terminate the program will be made to the College Board. Note that termination does not amount to shift in the location of a program, a change in instructional format or mode of delivery, or the cancellation of a course section or program section due to low enrollment.
- B.2 The impetus for recommending program termination may come from within a program area, from the Dean or another administrator associated with the program, from the Vice President Academic and Applied Research (VPAAR) and/or from the senior leadership. The development of a formal proposal to terminate a program is the responsibility of the Dean.
- B.3 Recommendations to terminate programs will be made in a respectful, timely, and considerate manner as laid out in the procedures; any implementation of these decisions will be sensitive to the potential impact of program termination on students, faculty, staff, and other stakeholders.

- B.4 The recommendation to terminate a program will be informed by evidence acquired during consultation and information-gathering, based primarily on program performance indicators including program quality, student demand, retention and graduation rates, financial viability, institutional capacity, and program relevance. Any recommendation for program termination will identify the reason(s) for, the potential effects of, and a recommended date for the proposed termination. Alternative program providers and relationship of program to other college programs will be considered.

- B.5 Program termination must minimize the impact on current students. A transition plan must be developed to allow students in a terminated program to complete their studies within reasonable time limits or to transfer to an alternative provider.

- B.6 The final decision to terminate a program covered by this policy will be made by the College Board, with advice from the Education Council as per Section 23(1) of the College and Institute Act.

RELATED POLICIES AND SUPPORTING DOCUMENTS

[Colleges and Institutes Act](#)

[Education Council Bylaws](#)

[Policy 6.1.6 Program Quality Assurance](#)

[College of the Rockies Faculty Association Collective Agreement](#)

[FPSE Faculty Common Agreement](#)

[CUPE Collective Agreement](#)

[6.1.5 Program Suspension and Termination - Procedures](#)