

Title of Policy	Program Suspension and Termination
Policy Number	6.1.5
Effective Date	May 2022

## **GUIDELINES/STEPS**

### **A. PROGRAM SUSPENSION**

The decision to suspend a program will include the following steps:

1. The Dean consults with program stakeholders including program faculty, and reviews related data to inform the proposal.
2. The Dean prepares a written proposal to suspend with a summary of findings related to program performance indicators including program quality, student demand, retention and graduation rates, financial viability, institutional capacity, and program relevance.
3. The Dean submits the proposal to the Vice President Academic and Applied Research (VPAAR) that the program be suspended, providing the rationale for suspending the program and a transition plan or 'teach-out plan' for current students.
4. The VPAAR may consult with the Vice President Academic Council (VPAC), Education Council, and/or the senior leadership team for advice on the proposed suspension.
5. The Dean and VPAAR will strive to make decisions on suspension of a program at least 8 weeks prior to the start of the program to minimize disruption to students but recognize that suspension of a single intake of a program due to low enrolment may require a short timeline for decision.
6. If the VPAAR accepts the recommendation to suspend the program, the VPAAR forwards the decision to Education Council and the College Board for information.
7. The VPAAR, or designate, communicates the suspension of an intake of a program to all affected stakeholders as soon as a decision is made. These stakeholders include, but are not limited to:
  - The program Dean, affected faculty, applicants and/or students
  - Registrar and Enrolment Services
  - Education Advisors
  - Recruitment Officers
  - Communications and Marketing
  - Information Technology Services, Facilities, Learning Commons
  - Articulation Officer
8. The Dean initiates a program review to explore ways to strengthen the program's viability and avoid termination, if possible.

## **B. PROGRAM TERMINATION**

The decision to terminate a program will include the following steps:

1. The Dean consults with program stakeholders including program faculty, and reviews related data to inform their proposal.
2. The Dean prepares a written proposal to terminate the program with a summary of findings related to program performance indicators including program quality, student demand, retention and graduation rates, financial viability, institutional capacity, and program relevance.
3. The Dean makes a recommendation to the Vice President's Academic Council (VPAC) with a rationale to terminate a program and a transition plan or 'teach out' plan to ensure current students can complete their credential and a final date for issuing the credential.
4. The VPAC recommendation goes forward to the President's Council for information and advice.
5. The VPAAR will take the recommendation to Education Council at least 10 working days before the College 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.
6. The VPAAR will take the recommendation and advice of Education Council to the College Board for decision.
7. The President informs Education Council of the decision.
8. The President's office communicates the termination of a program to all affected stakeholders as soon as a decision is made. These stakeholders include, but are not limited to:
  - VPAAR who will notify the program Dean, affected faculty, applicants and/or students
  - Registrar and Enrolment Services
  - Education Advisors
  - Recruitment Officers
  - Communications and Marketing
  - Information Technology Services, Facilities, Learning Commons
  - Articulation Officer
9. The Dean oversees the implementation of the transition or 'teach out' plan for any current students.
10. Any resulting layoff of regular employees will follow the procedures as laid out in collective agreements.