



Program Suspension Policy

Date Approved: August 2016

Date Revised: Previously Program Suspension Exceptional Circumstances 2006

Date Reviewed: March 2016

Replaces:

Purpose

Cambrian's programs are regularly reviewed for quality and relevance. Program performance, changes to the College's strategic priorities, planning processes, and/or resource allocations may result in the suspension or cancellation of a program. This policy and associated control documents provide clear guidelines for a consultative and transparent process by which the College determines the need for a program suspension or cancellation.

Application/ Scope

This policy applies to all College programs of instruction that lead to a credential, and does not apply to individual courses and non-credited programs.

Definitions

Program of Instruction: A group of related courses leading to a diploma, certificate or other document awarded by the Board of Governors.¹

Open Enrolment program: Program with generally more seats than the number of eligible applicants.

Oversubscribed program: A program of instruction for which the number of eligible applicants exceeds the number of applicants required to fill the program.²

Alternative program delivery: A program delivery that is launched due to special funding; is not in alignment with regular intake cycles; and, is not included in the enrolment projection process.

At Risk program: A program for which confirmations at specified review date may not be sufficient to yield enrolment greater than or equal to average break-even financial contribution for the program.

Suspended program: A program the college has decided not to admit its first year or beginning level of students.³ The College may or may not report a suspended program to the Ministry of Training, Colleges, and Universities (MTCU).

Intake Suspension: Involves the suspension of a specific intake cycle (e.g. fall) for the program at a specific site. The program may remain as part of Cambrian's active program mix and may continue to be delivered at different locations, modes or cycles.

Cancelled program: A program the college is no longer offering and in which no students are enrolled.³ Cancellation of a program will entail the official suspension of the program with MTCU. The program will no longer be offered by the College and is removed from the list of program offerings. The program will

1 Ministry of Training, Colleges and Universities, *Framework for Programs of Instruction*

2 Ministry of Training, Colleges and Universities, *Admissions Policy*

3 Ministry of Training, Colleges and Universities – *Program Suspension and Cancellation: Operating Procedure*



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also have an official *Cancelled* status with the Ministry of Training, Colleges and Universities.

Dormant Program: A program approved for funding that has never been delivered or that has not been delivered for more than five years and has not been reported to the ministry as cancelled.³

Policy

1. Program suspension and cancellation decisions are to be made in a respectful, timely and considerate manner.
2. Suspension of a program's intake does not necessarily lead to program cancellation.
3. A program may be suspended at the discretion of the Senior Team under conditions that may include but not be limited to the following –
 - a. Changes in accreditation status of the program
 - b. Changes in legislation
 - c. Declining enrolment
 - d. Program performance
4. The decision to suspend or cancel a program is preceded by a process of consultation and information gathering with all stakeholders, taking into account required elements of qualitative and quantitative program performance and enrolment data.
5. In exceptional circumstances, such as severe financial constraint in which timelines and decisions are pressing, the consultation process may be expedited and/or shortened as circumstances dictate.
6. The review timelines related to identification of 'at risk' programs are as follows –

Oversubscribed programs-	No later than January 30 th
Open Enrolment programs-	Last day of February
Alternative Deliveries-	No later than 4 weeks in advance of the start date for the intake semester.
7. By April 15th of each year, the Vice President, Academic, in consultation with the Registrar and appropriate Dean(s):
 - a. Presents recommendations for Cancellation of program(s) to Senior Team.
 - b. Provides Intake Suspension decisions for the fall semester, with the exception of alternative deliveries, to Senior Team.
8. For suspended programs, alternative program options are to be provided to the impacted applicants.
9. Suspension or cancellation of a program must minimize the impact on current students. A transition plan is to be developed to enable students in the program to complete their studies



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within a reasonable and specified timeline.

Responsibilities and Accountability

Senior Team

- Reviews and approves program cancellations prior to submission to Board of Governors for final approval.

Vice President, Academic

- Ensures stewardship of the program review and suspension processes.
- Approves program suspensions, intake suspensions or alternative deliveries.
- Reviews proposals for program cancellations from Dean and makes recommendations to the Senior Team and Board of Governors.
- Ensures effective and timely communication of program decisions to the College community.

Dean

- Ensures appropriate information gathering, consultation, transition planning and communication has occurred.
- Considers the following, minimal, factors during deliberations –
 - Supply and demand cycles
 - Enrolment trends (5 years)
 - Availability of space for applicants in a similar/affinity program
 - Whether the program meets a special or unique need or niche
 - Whether this is a new or newly modified program that needs more time to attract students
 - Accessibility and equity considerations
- Submits the recommendation and transition plan for the proposed suspension to the Vice President, Academic as per process.
- Ensures approval process has been followed as per this policy.

Related Documents/Policies

Program Suspension and Cancellation Procedure

Program Development Framework

Policy Management Framework

Teaching and Learning Framework

Framework for Programs of Instruction- Ministry of Training, Colleges and Universities

Admissions Policy- Ministry of Training, Colleges and Universities

Program Suspension & Cancellation Operating Procedure- Ministry of Training, Colleges and Universities

Strategic Enrolment Management process