



Procedure 31.15.004(NEW) Suspension, Cancellation, or Discontinuance of Programs

Type:	A – Educational (Board)	Last Approved:
Executive Responsibility:	Vice-President Academic and Provost	Next Review:
Administrative Responsibility:	Director, Educational Planning	Policy: 31.15
		Procedure: 31.15.001
		31.15.002
		31.15.003

PROCEDURE:

In the course of managing instructional programs, it may become necessary to temporarily or permanently discontinue a program. Where the intake of new students into an ongoing program is discontinued temporarily, it will be considered a suspension of the program. Where the intake of new students into an ongoing program is discontinued permanently, it will be considered a cancellation. A program suspension may have a duration of one or more semesters; or in the case of programs that are not offered on a semester basis, a duration of one or more years or intakes. Suspensions may be extended.

The procedure for suspension or cancellation of programs does not apply to programs that are offered one time only or on an occasional basis as part of their delivery model, such as programs offered through contracts or cost-recovery programs delivered only when there is sufficient enrolment. It also does not apply to adjustments in the number or location of course intakes made by Deans and Principals or departments as part of the ongoing management of program delivery, unless the change results in the suspension or cancellation of an entire program.

Regardless of where they arise or the circumstances in which they arise, proposals for the suspension or cancellation of programs must be endorsed by the Vice-President Academic and Provost. Therefore, if a proposal arises from a department, faculty, or campus offering the program, the Dean and Principal must first bring forward the proposal to the Vice-President Academic and Provost for approval. If the proposal arises elsewhere and is endorsed by the Vice-President Academic and Provost, the Vice-President Academic and Provost must ensure that the appropriate Dean and Principal is apprised of the proposal in a timely fashion.

A proposal to suspend or cancel a program should include:

- the rationale for suspension or cancellation;
- implications for students, faculty, and the University;
- a plan, where appropriate, to accommodate students who are already enrolled in the program, or to otherwise mitigate the effects of the suspension or cancellation;

- evidence that the summative assessment criteria and framework have been taken into consideration; and,
- the duration in the case of a program suspension.

According to University Act requirements, the Board must seek advice from Senate, and Senate must provide advice. Senate may also seek advice from the Planning and Priorities Standing Committee. The role of governance committees is to ensure that approved policy, procedures, and criteria have been observed and to consider the implications of the program suspension or cancellation for the University overall. The Vice-President Academic and Provost will bring program suspension or cancellation proposals to the Board for approval.

Once a program suspension or cancellation has been approved by the Board, the Vice-President Academic and Provost is responsible to ensure that clear updates are issued to affected faculty, staff, and students, and that appropriate changes are made to the University Calendar, website, and other communications vehicles, as well as to institutional systems.

At the end of an approved program suspension period, the program must either return to operation, or the suspension must be renewed, or a proposal must be put forward to cancel the program. Once a program cancellation occurs, the program no longer has status as an approved program at Vancouver Island University. Any proposal to reinstate the cancelled program will be treated as a new program proposal under Procedure 31.15.001. In any case, any instructional program that has been cancelled will require re-approval as a new program.

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