

Academic Program Suspension and Cancellation Operating Procedure

Approval Date: June 7, 2024

Replaces: Program Suspension Operating Procedure 2021

Corresponding Policy: [Academic Program Suspension and Cancellation Policy](#)

Purpose

To outline how Cambrian College ('the College') makes decisions and communicates intake suspensions, program suspensions and program cancellations.

Scope

This applies to all College programs of instruction. It does not apply to individual courses or non-credited programs.

Definitions

Intake suspension: involves the suspension of a specific intake cycle (e.g. fall) for the program at a specific site. The program is expected to remain as part of Cambrian's active program mix. An intake suspension does not necessarily impact intakes at different locations, modes or cycles.

Program cancellation: a program that the College is no longer offering and in which no students are enrolled. Cancellation of a program will entail the official cancellation of the program with the Ministry of Colleges and Universities (MCU). The program will no longer be offered by the College and is removed from the list of program offerings.

Program of instruction: a group of related courses typically leading to a diploma, certificate, degree, or other credential (funded or non-funded) awarded by the College.

Program suspension: a program that the College has decided not to admit its first year or

beginning level of students, and for which it will develop a transition plan to teach out those students currently registered in the program.

Operating Procedure

1. Intake Suspension

- 1.1. Academic Deans review data and submit proposals for program intake suspension to the Vice President, Academic (VPA) for consideration.
- 1.2. The VPA consults with the Registrar and appropriate Academic Dean(s) on proposals.
- 1.3. The VPA presents recommendations for intake suspension to Senior Team.
- 1.4. Upon approval by Senior Team, the VPA notifies the appropriate Academic Dean/Chair; Planning, Institutional Research and Quality; Pathways; Marketing, Recruitment, and Student Success; International; Human Resources; and the Registrar.
- 1.5. The Deans/Chairs notify:
 - a. Full and part-time faculty and in the case of post-secondary delivery, arrange alternative teaching assignments of full-time faculty and staff as required.
 - b. Current students, if applicable.
- 1.6. The Office of the Registrar coordinates notification of applicants and offers other program options where possible. Applicants should be notified at least four weeks prior to the program start date.
- 1.7. The academic school works with impacted full-time students to develop transition/teach out plans that lead to alternative program options and/or program completion.
- 1.8. The academic school and the Pathways Office work with impacted part-time students to develop transition plans that lead to alternative program options and/or credit course completion.

2. Program Suspension or Cancellation

- 2.1. Academic Deans review data and submit proposals for program suspension or program cancellation to the VPA for consideration.
- 2.2. The VPA consults with the Registrar and appropriate Academic Dean(s) on proposals.
- 2.3. The VPA presents recommendations for program suspension or program cancellation to the Strategic Enrolment Committee for its review and input.
- 2.4. The VPA presents recommendations to Senior Team for endorsement.
- 2.5. Upon endorsement by Senior Team, the VPA presents program suspensions and program cancellations to the Board of Governors for approval.
- 2.6. Once approved by the Board of Governors, the VPA notifies the appropriate Academic Dean/Chair; Planning, Institutional Research and Quality; Pathways; Marketing, Recruitment, and Student Success; International; Human Resources; and the Registrar.
- 2.7. The VPA ensures that there is adherence to contractual protocols with academic bargaining unit members.
- 2.8. The Deans/Chairs notify:
 - a. Full and part-time faculty and for full-time faculty, arrange alternative teaching assignments with the understanding that every effort will be made to revise workloads in a manner that facilitates the necessary changes.
 - b. Current students to provide academic counselling and develop transition plans that lead to alternative credentials or credit course completion.
 - c. The Program Advisory Committee Chair.
 - d. the timetabling personnel regarding faculty loading/timetable changes.
- 2.9. The Office of the Registrar notifies all applicants and offers other program options where possible.

- 2.10. Applicants and students should be notified at least four weeks prior to the program start date.
- 2.11. Planning, Institutional Research and Quality formally notifies MCU of the program decision.
- a. MCU changes the official status of the program.
 - b. Suspended programs with MCU will reside for a period of five years at which point the Ministry will automatically cancel the program.

Quality Assurance Compliancy

Vice President, Academic is responsible for:

- The overall integrity and quality assurance of this procedure.
- Implementing and ensuring compliance with this procedure.
- Approving and communicating changes to this procedure.

Planning, Institutional Research and Quality is responsible for:

- Reviewing and updating this procedure.
- Notifying the Ministry of program suspensions and program cancellations.

Academic Deans/Administrators are responsible for:

- Adhering to all associated policies and procedures.

Office of the Registrar is responsible for:

- Managing the program record.

Related Policies

- [Academic Program Suspension and Cancellation Policy](#)

References

- [MCU Framework for Programs of Instruction](#)
- [MCU Program Suspension and Cancellation Operating Procedure](#)