

Procedures: **Suspension, Cancellation, or Discontinuance of Programs**

Associated Policy: Review of Instructional Programs – AC 4.0

Procedure Holder: Senate

Executive Lead: Vice-President Academic & Student Services

Original Date: May 2017

Last Revised: May 2017

Next Review: November 2019

1. Procedure

In the course of managing instructional programs, it may become necessary to temporarily suspend 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 applies to all programs except those 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 does not apply to adjustments in the number or location of course intakes made by 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 reviewed by the Vice President Academic and Student Services. Therefore, if a proposal arises from a department, school, faculty, or campus offering the program, the Dean must first bring forward the proposal to the Vice President Academic and Student Services for discussion. If the proposal arises elsewhere and is reviewed by the Vice President Academic and Student Services, the Vice President Academic and Student Services must ensure that the appropriate Dean is apprised of the proposal in a timely fashion.

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Proposals to suspend or to discontinue a program must present an appropriate rationale. Proposals must provide sufficient information to allow the University community to understand the rationale for and consequences of suspension or discontinuance in keeping with Yukon University's values of transparency and accountability. Additionally, evidence must be provided that the summative assessment criteria and framework have been taken into consideration.

Any proposal recommending the suspension, cancellation or discontinuance of a program for the fall of an upcoming year must be submitted to the Board of Governors for approval by May 1st of the given year.

Proposals recommending for the suspension, cancellation or discontinuance of a program received after May 1st will not be considered for the upcoming fall term, but shall still be considered for the following year. In these instances, a triage meeting with the Dean, Chair, and VPA&SS shall occur to determine next steps. Next steps may include, but are not limited to, undertaking a full or partial program review in lieu of offering the program.

Senate shall be kept informed of any impending actions regarding program suspension, cancellation or discontinuance.

Program Suspension

The proposal to suspend a program shall be prepared by the Dean/Chair of the Department and reviewed by the VPA&SS, and must include the following information:

1. All impacted credentials and specific discipline or field of study.
2. Location(s) of the program.
3. Faculty, Department, or School offering the program.
4. Proposed date for suspension, a notification period for students, faculty and staff, and a date for review of the suspension.
5. Reasons for suspension, such as:
 - a. Insufficient resources

- b. Lack of enrolment demand
- c. Curricular issues relating to the decline in quality or the inability to meet required program outcomes
- d. Inability to provide appropriate institutional support.
6. Plan for suspension, including:
 - a. Proposed review date to reinstate or discontinue the suspended program
 - b. Steps that will be taken to consult with faculty and staff
 - c. Steps that will be taken to consult with students
 - d. Steps that will be taken to ensure students in the program have the opportunity to complete the program
 - e. Steps that will be taken to ensure consultation with other impacted departments, Faculties, and units.
7. Draft Web and Calendar entry detailing suspension of admissions/declaration to the program.
8. Name, title, phone number and email address of the institutional contact in case more information is required (normally, the Dean of the Faculty in which the program is housed).
9. For third party funded programs indicate any implications that will need to be addressed and considered (such as but not limited to contribution agreements, notification needed to funders/partners, etc.).

Following consultation with and endorsement by the relevant governing body/council, a proposal to suspend a program will be considered by the following committees, and sent to Senate and the Office of the Registrar for information:

1. appropriate Departmental, School and/or Faculty committees;
2. appropriate Senate Standing Committee(s) as determined by the Vice President Academic and Student Services;
3. other appropriate parties as needed.

Suspensions may last as long as is required to undertake a full or partial program review and to implement recommendations stemming from review. Senate, the Senior Executive Committee, and the Board of Governors, shall be kept updated during a suspension.

Program Discontinuance

A program that has been suspended may be, at any time during that suspension, proposed for program discontinuance during the suspension.

The proposal to discontinue a program must include the following information:

1. All impacted credentials and specific discipline or field of study
2. Location(s) of the program
3. Faculty, Department, or School offering the program
4. Anticipated final date of discontinuance
5. Reasons for discontinuance of the program, such as:
 - a. Insufficient financial resources
 - b. Lack of enrolment demand
 - c. Curricular issues relating to the decline in quality or the inability to meet required program outcomes
 - d. Inability to provide appropriate institutional support
6. Plan for phasing-out of program, including:
 - a. Steps taken to consult with faculty and staff regarding phasing out
 - b. Steps taken to consult with students regarding phasing out
 - c. Steps taken to ensure students in the program have the opportunity to complete the program
 - d. Steps taken to consult with other impacted departments, faculties/schools, and units
 - e. Impact on and/or reorganization of curriculum in cognate disciplines
 - f. Timeline of activities
7. For third party funded programs indicate any implications that will need to be addressed and considered (such as but not limited to contribution agreements, notification needed to funders/partners, etc.)
8. Name, title, phone number and email address of the institutional contact person in case more information is required (normally, the Dean of the faculty/school in which the program is housed)
9. Potential legal implications as a result of the program discontinuance.

A proposal to discontinue a program will be considered by the following bodies:

1. External accreditation or regulatory bodies
2. appropriate Departmental, School and/or Faculty committees
3. appropriate Senate Standing Committee(s) as determined by the Vice President Academic and Student Services
4. Senate for recommendation to the Board of Governors for approval
5. Board of Governors for approval
6. In all circumstances, the University will be required to consult with the Minister of Education responsible for post-secondary education prior to the discontinuance of programs.

Recommendations to discontinue programs that have remained in the Yukon University Calendar but have no enrolled students may be considered for fast-tracking directly to the Senate level upon request of a Dean to the Vice President Academic and Student Services. The Dean should consult with the relevant Department, School and/or Faculty committees prior to requesting an expedited process.

All approved program revisions, suspensions, and discontinuances must be forwarded to the Vice President Academic and Student Services and the Registrar with an effective term date and year.

According to the Yukon University Act¹ requirements, the Board of Governors must seek advice from Senate, and Senate must provide advice. Senate may also seek advice from other governing bodies within the institution. The role of governance committees are 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 Student Services will bring program suspension or cancellation proposals to the Board for approval.

¹ The then Act (Yukon College)

Once a program suspension or cancellation has been approved by the Board, the Vice President Academic and Student Services 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 Yukon University. Any proposal to reinstate the cancelled program will be treated as a new program proposal under the policy on Development of New Instructional Programs. In any case, any instructional program that has been cancelled will require re-approval as a new program.

