



PROGRAM CANCELLATION

#3-20

Approved: April 24, 2002 by: Board of Governors
Effective: April 24, 2002
Date to be Reviewed: 2007

POLICY

The Program Cancellation policy provides process and criteria to guide decision-making for the cancellation of a program. The application of this policy will be consistent with the College's mission and values.

PURPOSE

The policy will ensure program cancellation decisions are made in a respectful, timely and considered manner. It will be applied in response to a proposal for program cancellation arising from either the College's educational planning or changing external conditions. This policy applies to Category A programs.

GUIDELINES

1. All the following factors will be considered in the decision-making process:
 - a. Student demand;
 - b. Graduate employment/continuing further studies;
 - c. Cost effectiveness;
 - d. Program's relationship to other programs;
 - e. Alternative program providers;
 - f. The process prescribed below has been followed; and
 - g. Any other criteria the Board of Governors considers relevant.

Data collected during program evaluation may be used to support the decision making process.

2. The process the institution will follow as it considers a program cancellation will include the following steps:

- a. The President will consult with the Vice President, Education with regard to the program being considered for cancellation;
- b. The President will inform, in writing, the respective Department Chair and Dean/Campus Principal when a particular program is being considered for cancellation. The correspondence will include a rationale for the proposed cancellation and a copy of this policy, and will invite the program faculty and staff, Department and Division to comment. The correspondence will be copied to the Chair, Education Council and the Vice President, Education;
- c. The response will be made through the Dean/Campus Principal to the President within ten (10) working days, or such additional time, as the President deems appropriate. The response may include suggestions that would allow the program to continue. The correspondence will be copied to the Chair, Education Council and the Vice President, Education;
- d. If the decision of the President is to recommend cancellation, the President will forward the recommendation to the Board for decision, and to Education Council for its consideration with regard to process;
- e. Education Council will review the process taken by the President and respond to the Board within ten (10) working days, attaching all relevant documentation. A copy of this response will be sent to the President; and
- f. The Board will make a decision.

Definitions:

Program: For the purpose of this policy, is an institutionally defined and specific set of courses that, when successfully completed, provides a recognized North Island College credential.

Cancellation is the elimination of all seats in a program or the elimination of enough courses in a program that it would make it impossible for a student to complete the program at North Island College.

Cancellation is NOT

- A shift in the location of seats in a program;
- Change in instructional format; and/or
- Suspension of a program for two years or less

Category A Programs are those which lead to a certificate, diploma or degree.

Cross Reference:

See also Program Evaluation Policy #3-11

See also New Course and Significant Course Change Policy #3-15