



Suspension, Relocation or Cancellation of Academic Credentialed Programs Procedures

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| Associated Documents: | N/A |

1. Program Suspension Procedures

1.1. Initiation and Timeline

Program suspension recommendation may originate from the Dean/Director, Associate Vice President, College Experience (AVP) or the Vice President Academic (VPA).

Timeline: In consideration of key dates for academic schedules and deadlines, recruitment and marketing, it is recommended that the suspension process commences at least 6 months prior to the intended relocation effective date. An extension to any suspension beyond the initial two years must be made 12 months in advance of the end of the initial two-year term. The extension will not exceed an additional two-year period (total four years).

1.2. Communication Points

The Dean/Director of the affected area will meet appropriate groups to ensure all points of consideration have been identified. The groups may include:

1. Department faculty, staff, and unions
2. Registrar
3. Indigenous Education
4. Other academic areas consequently affected by the suspension
5. Student Services and Financial Aid
6. Education Council (for information)

1.3. Documentation

The suspension recommendation package must be completed for review and approval by the AVP or VPA. This package is available from the VPA's Office. If applicable the following additional documentation must also be completed.

Work Plan for Suspension Period

1. Specific goals and measurable outcomes
2. Timeline for curriculum renewal activities
3. Resource requirements for program enhancement
4. Benchmarking
5. Stakeholder engagement strategy

Teaching Out Plan

1. Individualized completion pathways
2. Course offering schedule for teach-out period
3. Alternative program options with transfer pathways
4. Financial aid implications and mitigation strategies
5. Communication plan for affected students and applicants

Resource Planning

1. Faculty and staff impact assessment
2. Facility and equipment considerations
3. Budget implications and reallocation plans
4. Impact on other programs sharing resources

1.4. Decision Process

1. The Dean/Director submits their recommendation and documentation to the AVP or VPA
2. The Education Team reviews and advises of recommendation
3. The Leadership Team reviews and advises of recommendation
4. The VPA advises on final decision
5. If approved, the VPA notifies (not necessarily in the following order):
 - a. Dean/Director of affected department/program/subject
 - b. Education Council (for information)
 - c. Registrar's Office (for implementation)
 - d. Communications and Marketing (for public notification)

2. Program Relocation Procedure

2.1. Initiation and Timeline

Program relocation recommendation may originate from the the Dean/Director, AVP or VPA. Before recommending program relocation, the following comprehensive review must be completed:

1. Demographic analysis of the target region
2. Facilities evaluation at the receiving location
3. Competitive analysis of similar programs
4. Community needs assessment
5. Indigenous community consultation

Timeline: In consideration of key dates for academic schedules and deadlines, recruitment and marketing, it is recommended that the relocation process commences at least 6 months prior to the intended relocation effective date.

2.2. Communication Points

The Dean/Director of the affected area will meet appropriate groups to ensure all points of consideration have been identified. The groups may include:

1. Department faculty, staff, and unions
2. Registrar
3. Indigenous Education
4. Other academic areas consequently affected by the suspension

5. Student Services and Financial Aid
6. Education Council (for information)

2.3. Documentation

The relocation recommendation package must be completed for review and approval by the AVP or VPA. This package is available from the VPA's Office. If applicable the following additional documentation must also be completed.

Teaching Out Plan

1. Individualized completion pathways
2. Course offering schedule for teach-out period
3. Alternative program options with transfer pathways
4. Financial aid implications and mitigation strategies
5. Communication plan for affected students and applicants

Resource Planning

1. Faculty and staff impact assessment
2. Facility and equipment considerations
3. Budget implications and reallocation plans
4. Impact on other programs sharing resources

2.4. Decision Process

1. The Dean/Director submits their recommendation and documentation to AVP or VPA
2. The Education Team reviews and advises of recommendation
3. The Leadership Team reviews and advises of recommendation
4. The AVP or VPA advises on final decision
5. If approved, the Vice President Academic notifies (not necessarily in the following order):
 - a. Dean/Director of affected department/program/subject
 - b. Education Council (for information)
 - c. Registrar's Office (for implementation)
 - d. Communications and Marketing (for public notification)

2.5 Monitoring and Reporting

First Year Post-Relocation:

1. Student enrollment and retention
2. Faculty and staff integration
3. Budget analysis
4. Community partnership development
5. Facility and resource adequacy

3 PROGRAM CANCELLATION PROCEDURES

3.1. Initiation and Timeline

Program cancellation recommendation may originate from the the Dean/Director, AVP or the VPA. If

applicable, analysis of all cancellation period activities and outcomes should be included with the recommendation package.

Timeline: In consideration of key dates for academic schedules and deadlines, recruitment and marketing, it is recommended that the suspension process commences at least 6 months prior to the intended cancellation effective date.

3.2. Communication Points

The Dean/Director of the affected area will meet appropriate groups to ensure all points of consideration have been identified. The groups may include:

1. Department faculty, staff, and unions
2. Registrar
3. Indigenous Education
4. Other academic areas consequently affected by the suspension
5. Student Services and Financial Aid
6. Education Council (for information)

3.3. Documentation

The cancellation recommendation package must be completed for review and approval by the AVP or VPA. This package is available from the VPA's Office. If applicable the following additional documentation must also be completed.

Teaching Out Plan:

1. Individualized completion pathways
2. Course offering schedule for teach-out period
3. Alternative program options with transfer pathways
4. Financial aid implications and mitigation strategies
5. Communication plan for affected students and applicants

Resource Planning

1. Faculty and staff impact assessment
2. Facility and equipment considerations
3. Budget implications and reallocation plans
4. Impact on other programs sharing resources

3.4. Decision Process

1. The Dean/Director submits their recommendation and documentation to Vice President Academic
2. The Education Team reviews and advises of recommendation
3. The Leadership Team reviews and advises of recommendation
4. The AVP or VPA advises on final decision
5. If approved, the AVP or VPA notifies Dean/Director of affected department/program/subject
6. Dean/Director presents to Education Council for review and recommendation
7. Recommendation proceeds to Board of Governors for review and final decision

4 COMMUNICATION PLAN

Notification of program/subject area decisions will be disseminated through multiple channels:

1. Direct communication to all applicants and prospective students in the admissions pipeline
2. Prominent notices on the College website and program pages
3. Updates to all recruitment and marketing materials
4. Notification to high school counsellors and career advisors
5. Media releases for programs of significant community interest
6. Social media announcements through official College channels

5 ANNUAL REPORTING

The AVP or VPA with the Registrar provides an annual report to Education Council and the Board of Governors summarizing:

1. Program suspensions with status updates
2. Program relocations completed or in progress
3. Program cancellations processed
4. System-wide trends and implications