



Policy	#3-20
Approved By:	Education Council
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Administrator Responsible:	Vice President, Learning & Students

**SUSPENSION, RELOCATION OR CANCELLATION
OF ACADEMIC CREDENTIALLED PROGRAMS**

POLICY STATEMENT

Changes to the College’s educational mandate, educational needs, planning requirements or resource allocation may necessitate the suspension, relocation or cancellation of academic credentialed programs.

PURPOSE STATEMENT

The purpose of this policy is to provide a process and criteria to guide decision making for program suspension, relocation or cancellation of academic program credentials.

PRINCIPLES

1. North Island College is committed to the delivery of high quality programming consistent with the College’s mission and values and responsive to the educational and training needs of the diverse communities it serves. Any decision with respect to academic credentialed program suspension, relocation or cancellation will be made in keeping with this commitment.
2. Deliberations on academic program suspension, relocation or cancellation will include consultation between the senior administrative teams and any other persons or bodies deemed necessary or beneficial.
3. Deliberations on academic program cancellation will include an invitation to the affected department chair(s), faculty, students and staff to communicate their concerns or knowledge regarding the potential impact of a cancellation.
4. Decisions to suspend, relocate or cancel an academic program will include a plan to mitigate the effects of the decision on affected students, as far as can reasonably be provided within budgetary and time constraints.

5. Decisions to suspend, relocate or cancel an academic program will be made in accordance with the *College and Institute Act*.

Definitions:

Academic Program Credential is a named qualification that is awarded to a student upon completion of a prescribed program of study leading to a certificate, diploma, or degree, and which requires approval of the Board of Governors. (Ref. Policy #3-22 Program and Course Credentials)

Suspension refers to an existing academic credentialed program where the intake of new students is temporarily suspended and removed from the Academic Calendar for a period of up to two years.

Relocation refers to an established program that is transferred from one campus or community location to another.

Cancellation refers to an existing academic program credential where the intake of new students is discontinued on the approval of the Board of Governors and permanently removed from the Academic Calendar.

Rotational Program refers to a program that may move from one campus or community location to another as demand warrants.

Guidelines:

1. All recommendations to suspend, relocate or cancel academic credentialed programs will be presented to the applicable vice president for due process. Guidelines specific to each recommendation are as follows:

- a. Program Suspension

Final decision to suspend an academic credentialed program is the responsibility of the vice president. A program that is approved for suspension will be reviewed within two academic calendar years.

- b. Program Relocation

Final decision to relocate an academic program is the responsibility of the vice president. Relocation decisions will be reviewed within two academic calendar years of program start-up in the new location.

- c. Intake Cancellation

Should an intake cancellation be required, consultation will be held with the dean, the vice president, and directors responsible for student services, communications and marketing to ensure appropriate measures are taken to inform students and public of the cancellation at

least ten weeks in advance of the scheduled start date for the intake.

d. Program Cancellation

The decision to cancel an academic program is the responsibility of the Board of Governors. The Board must seek advice on any academic program cancellation from Education Council before a final decision is made. When presented with a proposal or recommendation to cancel a program, the Board of Governors may choose to maintain, cancel, or request amendments to the program.

A decision to cancel an academic credentialed program will permanently remove that program from the Academic Calendar but has no effect on the validity of that program's credential.

Once a decision has been made to cancel an academic program, the time frame for completing the credential will be communicated to students. Opportunity to complete the credential will not be offered indefinitely.

Once advised of a cancellation, all affected College divisions will take appropriate action to remove program information from North Island College communication sources, including the Academic Calendar and website.

Limitations:

This policy does not apply under the following situations:

- to programs offered one time only;
- to programs offered through contracts;
- in the case of relocation or suspension, where the program is offered on a rotational program basis.

Cross Reference:

#3-07 New Program Approval

#3-22 Program and Course Credentials

Legislative References:

College and Institute Act

Appendix A Procedures

1. Recommendation to Applicable Vice President

When a member of Senior Education Team (SET) or Senior Leadership Team (SLT) believes a program should be considered for suspension, relocation, or cancellation, a report detailing the proposed action must be submitted to the applicable vice president for consideration.

The base requirements for each report are as follows:

- a. A description of the program and related course(s) to be suspended, relocated or cancelled;
- b. Statement of problem that has precipitated need for action;
- c. Implications (including costs) for action and/or inaction on students, faculty, space, timing, budget, college and employer/community stakeholders;
- d. Other options considered to rectify problem, and their advantages/disadvantages;
- e. A plan to mitigate anticipated negative effects of the proposed action.

2. Senior Education Review

The vice president will review the prepared report, make any requests for clarification, and bring to a meeting of SET for discussion and consultation.

Decision Making and Follow-up

a. Program Suspension

- i. After consultation with SET is complete, the vice president will bring the proposal to the Senior Leadership Team for further discussion and consultation.
- ii. The vice president will make the final decision on program suspension and will inform the Senior Leadership Team, accordingly.
- iii. In the case of a decision to suspend, a communication plan will be developed to inform all affected stakeholders. A lead will be assigned by the vice president and will include consultation and/or collaboration with the dean and directors of communications, student services, human resources and marketing in accordance with NIC Policy #3-20.
- iv. The vice president and dean responsible will inform Education Council of any academic credentialed program suspension, including a planned date for the suspension review (within two academic years).

Appendix A Procedures

b. Program Relocation

- i. After consultation with SET is complete, the vice president will bring the proposal to the Senior Leadership Team for further discussion and consultation.
- ii. The vice president will make the final decision on program relocation and will inform the Senior Leadership Team, accordingly.
- iii. Where a decision has been made to relocate a program, the dean responsible will work with the director of facilities to develop and implement a relocation plan.
- iv. In the case of a decision to relocate a program, a communication plan will be developed to inform all affected stakeholders. A lead will be assigned by the vice president and will include consultation and/or collaboration with the dean, registrar and directors responsible for communications, student services, human resources and marketing in accordance with NIC Policy #3-20.
- v. The vice president and dean responsible will set a date to review the relocation decision within two academic calendar years of program start-up in the new location.

c. Program Cancellation

- i. After consultation with SET is complete, the dean and vice president will bring the proposal to the Senior Leadership Team for further discussion, consultation and its recommendation.
- ii. The dean will bring a summary of deliberations and SLT's recommendation on the proposed cancellation to Education Council.
- iii. The vice president will present the results of the consultation process to the Board of Governors. The chair of Education Council will also be present to speak to any questions regarding the Council's advice. Presentation and deliberation of the information will happen during a regular, open meeting, at which time any member of the public may attend to voice their concerns or opinions.
- iv. In the case of decision to cancel, a communication plan will be developed to inform all affected stakeholders. A lead will be assigned by the vice president and will include consultation and/or collaboration with the dean, registrar and directors responsible for communications, student services, human resources and marketing in accordance with NIC Policy #3-20.