
Policy Title:	Program Discontinuation		
Policy No:	5010		
Approval Body:	Academic Council	Approval date: Nov. 30, 2015	
Effective date:	November 30, 2015	Review date: November 2017	

Purpose

This Policy provides direction to ensure diligence, consultation, and/or communication regarding the temporary or permanent discontinuation of an academic program after a program review or when Ministry approval for a program changes.

Scope

This policy applies to all graduate and undergraduate programs at University Canada West that are being considered for discontinuation. It does not apply to changes in the number, location or delivery method of courses or programs that are part of on-going program management and delivery. It does not apply to the cancellation of single course offerings.

Policy Statement

1. University Canada West (UCW) is committed to offering quality academic programs, to regular review of academic programs and to ensuring the continued relevance and alignment of programs with the University's mission and strategic objectives. Therefore, the University may make decisions regarding the discontinuation of an academic program at any time. Similarly, UCW programs are subject to review and approval by the Degree Qualification Assessment Branch (DQAB).
2. Decisions of the University to discontinue a program will include a consultative process with the relevant university departments, the Vice President Academic, and Academic Council. The Board of Governors may approve discontinuance of a program after receiving advice from Academic Council. Decisions of DQAB will follow the DQAB review process.
3. Decisions for discontinuance of a program will include consideration of, but will not be limited to, the following:
 - 3.1. Capacity: quality of the student experience; appropriate physical space and equipment; availability of appropriate faculty; support staff; etc.
 - 3.2. Demand: student demand for courses and programs; employment demand for graduates; etc.
 - 3.3. Performance: graduation rates; contribution to university's obligations and strategic direction; contribution to university's reputation; etc.
 - 3.4. Financial: viability and longer term sustainability
4. Rationales for program discontinuation should include a plan to accommodate or otherwise mitigate the effects of program discontinuation on students already enrolled in the program. Once a decision to

discontinue a program is confirmed, a communications plan and student transition plan will be implemented.

5. University Canada West is committed to providing reasonable opportunities for students who are registered in a program of studies the ability to complete their program should the program be discontinued or cancelled. Therefore, if possible, a discontinued or cancelled program will be phased out in the following manner:
 - No new applicants will be admitted to the program followed by,
 - First year courses discontinued, followed by,
 - Second year courses will be discontinued,
 - If applicable, third and fourth year courses will be discontinued in year order.
 - 5.1. Students may be granted permission to substitute courses to replace previously required courses in order to facilitate completion of degree requirements after consultation with the head of the academic program. These substitutions may include transfer courses from other institutions.
 - 5.2. If UCW is not in the position to phase out a program or complete the phase out process, partnerships with other institutions will be sought for the purposes of completing the teach out of UCW students. Currently registered students who do not wish to complete the program at the partner institution will be offered a refund of tuition for their currently registered courses.
6. Students wishing to graduate from a cancelled program must apply for graduation within one year of the cancellation of the final year of the program.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Program	An institutionally approved grouping of courses and requirements leading to a credential or option within a credential. This includes but is not limited to Bachelor degree, Master's degree, major, minor, concentrations, specialization, or option.
Program Discontinuance	Program discontinuance occurs when the intake of new students to a program is halted either temporarily or permanently. (see suspension and cancellation)
Program Suspension	Temporarily stopping of the intake of new students to an on-going program.
Program Cancellation	Permanent stoppage of the intake of new students to a program that may or may not be on-going.

Related policies

Policy Number	Policy Title
5001	Program Review

Responsibility

The Vice-President Academic (VPA) is accountable for the completion of program reviews within five (5) year cycles and for yearly program evaluations. The VPA, in consultation with others, commissions qualified external reviewers to assess and report on the quality of the academic program, student experiences, and program learning outcomes. The VPA is accountable for providing advice and recommendations to Academic Council.

The Vice President Academic is responsible for reviewing recommendations for discontinuation of a program and bringing such recommendations to Academic Council. The VPA will oversee implementation of the communication plan and program discontinuation process should Academic Council approve a recommendation.

The Chair or head of an academic program is responsible for leading program reviews, for managing delivery of their programs, and for consulting faculty, staff, student and the Program Advisory Council (PAC) regularly. The Chair or head of an academic program may make recommendations to the VPA regarding discontinuation of a program.

The Board of Governors is accountable for the delivery of academic programs and ensuring the viability of the institution. The Board of Governors is responsible for decisions regarding program discontinuation.