

Policy History
Policy No. AC10
Approving Jurisdiction: Board of Governors, with Senate advice
Administrative Responsibility: Provost and Vice President Academic
Effective Date: January 27, 2016

Establishment, Revision, Suspension and/or Discontinuance of Programs Procedure

A. DEFINITIONS

1. **Department:** An educational administrative sub-unit of a Faculty and/or School within a university dealing with a particular field of knowledge.
2. **Discontinuance:** Permanent closure of a program which includes removal from future academic calendars and cessation of admission or declaration to the designated program.
3. **Faculty:** An educational administrative division constituted by the Board of the University.
4. **Program:** A defined set of courses of instruction that lead to a credential approved by KPU Senate. A program or units of study also consists of a) a unit of study, under the governance of Senate, that results in the granting of a degree or a non-degree credential or b) a unit of study that constitutes the designation of major or minor, or c) a unit of study that constitutes a department (see Policy B.12, *Program Review*).
5. **Revision:** Any changes to a program that require re-approval by Senate.
6. **School:** An educational administrative division that may be constituted by the Board of the University to function in the full capacity of a Faculty. Alternatively, a School may be an educational administrative unit which functions within a Faculty, similar to a Department.
7. **Program Suspension:** A temporary cessation of a program whereby students will not be admitted to or declare into a program for a defined period of time.

B. PROCEDURES

1. The Procedures for the development of new programs and revisions to existing programs are set out in Appendix A, "Program Development, Program Change and Approval Process for Senate Approved Degree and Non-Degree Credit Programs at KPU". The details of the operational procedures are set out in the University's "Guide for Program Development and Program Change", available on the Senate website.
2. The Procedures for the suspension and/or discontinuance of programs are as follows:
 - a. A proposal to suspend or discontinue a program may be initiated by a Dean, Director, or the Provost and Vice-President Academic, or by a Department, School or Faculty (or a committee of one of these bodies), but will normally be submitted for consideration by the

- appropriate Dean, in consultation with the relevant Faculty Council, to the governing bodies outlined in g. and h. below.
- b. 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 KPU's values of transparent and accountable governance.
 - c. In instances where enrolment is insufficient to make a program viable, a Dean in consultation with the Provost, would have the discretion to administer the cancellation of an intake.
 - d. The proposal to suspend a program must include the following information:
 - i. All impacted credentials and specific discipline or field of study;
 - ii. Location(s) of the program;
 - iii. Faculty, Department, or School offering the program;
 - iv. Proposed date for suspension, a notification period for students, faculty and staff, and a date for review of the suspension;
 - v. Reasons for suspension, such as:
 - 1) Insufficient resources
 - 2) Lack of enrolment demand
 - 3) Curricular issues
 - 4) Inability to provide appropriate institutional support
 - vi. Plan for suspension, including:
 - 1) Proposed review date to reinstate or discontinue the suspended program
 - 2) Steps that will be taken to consult with faculty and staff
 - 3) Steps that will be taken to consult with students
 - 4) Steps that will be taken to ensure students in the program have the opportunity to complete the program
 - 5) Steps that will be taken to ensure consultation with other impacted departments, Faculties, and units;
 - vii. Draft Calendar entry detailing suspension of admissions / declaration to the program;
 - viii. 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);
 - ix. Endorsement by the Provost.
 - e. A program that has been suspended for a minimum of two years may be proposed for program discontinuance as outlined in procedures B.2.f below.
 - f. The proposal to discontinue a program must include the following:
 - i. All impacted credentials and specific discipline or field of study;
 - ii. Location(s) of the program;
 - iii. Faculty, Department, or School offering the program;
 - iv. Anticipated final date of discontinuance;
 - v. Reasons for discontinuance of the program, such as:
 - 1) Insufficient financial resources
 - 2) Lack of enrolment demand
 - 3) Curricular issues relating to the decline in quality or the inability to meet required program outcomes
 - 4) Inability to provide appropriate institutional support
 - vi. Plan for phasing-out of program, including:

- 1) Steps taken to consult with faculty and staff regarding phasing out
 - 2) Steps taken to consult with students regarding phasing out
 - 3) Steps taken to ensure students in the program have the opportunity to complete the program
 - 4) Steps taken to consult with other impacted departments, Faculties, and units;
 - 5) Impact on and/or reorganization of curriculum in cognate disciplines
 - 6) Timeline of activities
- vii. Name, title, phone number and email address of the institutional contact person in case more information is required (normally, the Dean of the Faculty in which the program is housed).
 - viii. Potential legal implications as a result of the program discontinuance;
 - ix. Endorsement by the Provost.
- g. Following consultation with and endorsement by the relevant Faculty 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:
- i. appropriate Departmental, School and/or Faculty committees
 - ii. appropriate Senate Standing Committee(s) as determined by the Provost
- h. A proposal to discontinue a program will be considered by the following bodies:
- i. External accreditation or regulatory bodies
 - ii. appropriate Departmental, School and/or Faculty committees
 - iii. appropriate Senate Standing Committee(s) as determined by the Provost
 - iv. Senate for recommendation to the Board for approval
 - v. Board of Governors for approval
- i. In some circumstances, the university may be required to consult with the Ministry responsible for post-secondary education prior to the discontinuance of programs
- j. Recommendations to discontinue programs that have remained in the KPU Calendar but have no enrolled students may be considered for fast-tracking directly to the Senate level upon request of a Dean to the Provost and Vice-President Academic. The Dean should consult with the relevant Department and/or Faculty committees prior to requesting an expedited process.
- k. All approved program revisions, suspensions, and discontinuances must be forwarded to the Provost and the University Registrar with an effective term date and year.
- l. If the discontinued program is the only program in the department, the department may also close as a result.

C. RELATED POLICY

Refer to the *AC10 Establishment, Revision, Suspension and/or Discontinuance of Programs Policy*.