KPU | KWANTLEN POLYTECHNIC UNIVERSITY

AC10 Appendix A:
Requirements for Proposals for Suspension or Discontinuance

1. **A proposal to suspend a program must include the following information:**
   - 1.1. All impacted credentials and specific discipline or field of study;
   - 1.2. Location(s) of the program;
   - 1.3. Faculty, Department, or School offering the program;
   - 1.4. Proposed date for suspension, a notification period for students, faculty and staff, and a date for review of the suspension;
   - 1.5. Reasons for suspension, such as:
     - 1.5.1. Insufficient resources,
     - 1.5.2. Lack of enrolment demand,
     - 1.5.3. Curricular issues,
     - 1.5.4. Inability to provide appropriate institutional support.
   - 1.6. Plan for suspension, including:
     - 1.6.1. Proposed review date to reinstate or discontinue the suspended program,
     - 1.6.2. Steps that will be taken to consult with faculty and staff,
     - 1.6.3. Steps that will be taken to consult with students,
     - 1.6.4. Steps that will be taken to ensure students in the program have the opportunity to complete the program,
     - 1.6.5. Steps that will be taken to ensure consultation with other impacted departments, Faculties, and units,
     - 1.6.6. Steps to compensate for damage to medium term enrolment (particularly for limited intake and cohort programs).
   - 1.7. Draft Calendar entry detailing suspension of admissions / declaration to the program;
   - 1.8. 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);
   - 1.9. Endorsement by the Provost.

2. A proposal to discontinue a program must include the following:

2.1. All impacted credentials and specific discipline or field of study;

2.2. Location(s) of the program;

2.3. Faculty, Department, or School offering the program;

2.4. Anticipated final date of discontinuance;

2.5. Reasons for discontinuance of the program, such as:

2.5.1. Insufficient financial resources

2.5.2. Lack of enrolment demand

2.5.3. Curricular issues relating to the decline in quality or the inability to meet required program outcomes

2.5.4. Inability to provide appropriate institutional support

2.6. Plan for phasing-out of program, including:

2.6.1. Steps taken to consult with faculty and staff regarding phasing out

2.6.2. Steps taken to consult with students regarding phasing out

2.6.3. Steps taken to ensure students in the program have the opportunity to complete the program

2.6.4. Steps taken to consult with other impacted departments, Faculties, and units;

2.6.5. Impact on and/or reorganization of curriculum in cognate disciplines

2.6.6. Timeline of activities

2.7. 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).

2.8. Potential legal implications as a result of the program discontinuance;

2.9. Endorsement by the Provost.