



A17.01.01 Program Cancellation Policy

Effective Date: October 8, 2013	New: X
Replaced:	Revision:

Purpose

Where it is identified that a program is no longer sustainable, a recommendation to cancel a program may be made to the College Board. The impetus for program cancellation may come from within a program area, from the Dean or other administrator associated with the program, from the Vice President Academic, or from Senior Management Team.

Scope of this Policy

This policy will apply to all College programs that lead to a credential, and will not apply to courses, non-credentialed programs, or continuing education programs.

Principles

1. Program cancellation decision will be made in a respectful, timely, and considered manner.
2. The decision to cancel a program will be informed by evidence acquired during a process of consultation and information gathering.
3. Program cancellation must minimize the impact on current students. A transition plan will be developed to allow students in a cancelled program to complete their studies within reasonable time limits or to transfer to an alternative provider.
4. In times of severe financial constraint or financial exigency in which timelines and decision are pressing, the consultation process may be abridged or expedited depending on the nature of the circumstances.

Responsibilities

Dean or Other Administrator recommending program cancellation

1. Oversees the process of consultation and information gathering with appropriate areas, including departments, to inform the decision to cancel a program.
2. Identifies the impact of program cancellation.
3. Outlines a transition plan for current students.
4. Submits a recommendation to cancel the program, with a transition plan, to the Vice President Academic.

Vice President Academic

The Vice President Academic reviews the recommendation and transition plan, as well as evidence acquired during the information gathering and consultation processes, and makes a recommendation for program cancellation to Education Council and Senior Management Team.

Senior Management Team

Senior Management Team considers the recommendation for program cancellation, including the impact of the decision and the transition plan. If the recommendation is approved, Senior Management Team will delegate responsibility for developing a communication plan and a program cancellation implementation plan. Both plans will be acted upon pending Board approval of the program cancellation.

Education Council

Provide advice to the Board about the recommendation for program cancellation, including the impact of the program cancellation and the transition plan.

College Board

Consistent with the BC College and Institute Act, the Board considers the recommendation of Senior Management Team and advice from Education Council and makes the final decision.