

PROGRAM CANCELLATION POLICY

Policy Name: Program Cancellation	Responsible Owner: Vice President, Academic and Provost	Created: 2013 Oct
Policy Number: A41	Approval Body: SMT	Last Reviewed/Revised: 2020 Sep
Category: Administration	Replaces: A17.01.01	Next Review: 2026 May

TABLE OF CONTENTS

- A. PURPOSE
- B. SCOPE
- C. DEFINITIONS
- D. POLICY STATEMENTS
- E. PROCEDURES
- F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- G. RELATED ACTS AND REGULATIONS
- H. RELATED COLLECTIVE AGREEMENTS

A. PURPOSE

This policy outlines the considerations and responsibilities for the cancellation of any credentialed credit program at Douglas College, recognizing that the authority for cancelling programs, as outlined in the *College and Institute Act*, Section 19 (1)(d), rests with the College Board.

B. SCOPE

This policy applies to all credit programs that lead to a College credential; it does not apply to courses, to non-credentialed programs or to continuing education programs.

C. DEFINITION

Credentialed Credit Program: The framework of required and elective courses that has been approved by Education Council as leading to any Certificate, Advanced Certificate, Diploma, Associate Degree, Bachelor’s Degree, Post-Degree Diploma, Post-Baccalaureate Diploma and/or Graduate Diploma awarded through the Office of the Registrar; continuing education and Training Group programs and credentials, and Certificates of Completion, are excluded from this definition.

D. POLICY STATEMENTS

1. Where it is identified that a program is no longer sustainable, a recommendation to cancel a program may be made to the College Board.

2. The impetus for program cancellation may come from within a program area, from the Dean or another administrator associated with the program, from the Vice President, Academic and Provost, or from the Senior Management Team.
3. Program cancellation decisions will be made in a respectful, timely and considered manner; any implementation of these decisions will be sensitive to the potential impact of program cancellation on students, faculty, staff and other stakeholders.
4. The decision to cancel a program will be informed by evidence acquired during a rigorous process of consultation and information-gathering, and any recommendation for program cancellation will identify the reason(s) for, the potential effects of and a recommended date for the proposed cancellation.
5. 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.
6. In times of severe financial constraint or other exigency, when timelines and decisions are pressing, the consultation process may be abridged or expedited as circumstances warrant.
7. The final decision to cancel a credit program will be made by the College Board.

E. PROCEDURES

See [Standard Operating Procedures](#) on DC Connect (for internal users)

- *Program Cancellation SOP* [under development]

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- N/A

G. RELATED ACTS AND REGULATIONS

- [College and Institute Act](#) [RSBC 1996], c. 52

H. RELATED COLLECTIVE AGREEMENTS

- Current [Collective Agreement between Douglas College and the BC Government and Service Employees' Union \(BCGEU\)](#)
- Current [Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)](#)