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| **Procedure Title:** | Program Suspension and Cancellation |
| **Procedure ID:** | #OP 2-213A |
| **Manual Classification:** | Section 2 – Academic Affairs |
| **Linked to Policy:** | 2-213 |
| **Approved by Senior Management Team (SMT):** | October 22, 2024 |
| **Effective Date:** | November 1, 2024 |
| **Next Review Date:** | October 1, 2027 |
| **Contact for Procedure Interpretation:** | Executive Vice President, Academic Experience |

**1.0 – Purpose**

The purpose of this procedure is to define the process to suspend and/or cancel programs of instruction at Fleming College.

Terms not defined in this Procedure have the same meaning found in the Program Quality Assurance Policy.

**2.0 – Definitions and Acronyms**

**Board of Governors (BoG)**: The authority to govern Sir Sandford Fleming College is given to the Board of Governors through the Ontario College of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03, Ministry Binding Policy Directives, and further outlined in the Board of Governors Bylaw 1

Definitions should be formatted in the following manner:

**College Community:** Any person who studies, teaches, conducts research at or works at, or under, the auspices of the College and includes without limitation, employees or contractors; appointees (including volunteer board members); students; visitors; and any other person while they are acting on behalf of, or at the request of the College.

**Cancelled program:** A program that has been formally cancelled by the Ministry.

**Program Cancellation:** The process by which the college determines to terminate the delivery of the program. The College is responsible to inform and seek approval from the Ministry regarding the program cancellation.

**Program of Instruction**: a group of related courses leading to a credential awarded by the College.

**Program Quality Assurance (PQA):** is the process for the ongoing formative and summative evaluation of College programs to ensure compliance with standards of provincial governing bodies. PQA promotes institutional learning and renewal, guides decision-making, engages stakeholders and supports constructive governance by the Board of Governors.

**Program Suspension:** The process by which the college determines not to admit first semester students. The College is responsible to inform and seek approval from the Ministry regarding the suspension.

**Suspended program:** A program that has been formally suspended by the Ministry.

**3.0 – Guiding Principles**

This procedure outlines the process for deferral of intake, suspension, and cancellation of program offerings, as part of the College’s strategic program planning requirements, based on program performance indicators to make best use of the College’s resources while offering a regularly updated mix of programs and courses that serve the needs of students, employers, and the community.

**4.0 – Scope**

This policy applies to all suspension and cancellation of programs.

**5.0 – Operating Procedure**

* 1. **– Decision to Suspend or Cancel a Program**

Programs may, for a variety of reasons, be identified for suspension or cancellation by the school Dean and Executive Vice-President Academic Experience.

When a program is recommended for suspension or cancellation, a suspension/cancellation plan must be developed, approved by the Executive Vice-President Academic Experience, and implemented.

Annually, the Academic Quality Office will review and maintain a list of programs with deferred intake and programs that are suspended and/or cancelled.

* 1. **– Deferral of Intake**

The Executive Vice-President Academic Experience, after consultation with the school Dean, will advise the Registrar and Strategic Enrolment Management Committee when a program intake will be deferred due to enrolment or other considerations.

The decision to defer an intake will be made with every effort to minimize impact on new students.  This decision should occur eight weeks before the start date of the intake and will be communicated to affected students by the Office of the Registrar.

The affected school Dean/designate will notify and update the following internal departments to effect required changes and system updates:

* + - School Office
    - Office of the Registrar
    - Academic Operations
    - Academic Quality Office
    - Student Recruitment
    - Communications and Marketing
    - Financial Aid and Awards
    - Finance
    - IT Services
    - International Student Office
    - Bookstore
    - School of General Arts and Science

In cases where a program defers multiple consecutive intakes, Executive Vice-President Academic Experience, school Dean, and Strategic Enrolment Management Committee will review the program for possible suspension/cancellation.

* 1. **– Program Suspension**

The Executive Vice-President Academic Experience, after consultation with the program Dean will advise the Senior Management Team and the Registrar when a program is being considered for suspension.

The recommendation to suspend the program is provided to the College President and then Board of Governors for consideration and decision. The Executive Vice-President Academic Experience will notify the Registrar, Academic Quality Office, Strategic Enrolment Planning Committee, and affected school Dean of the decision from the Board of Governors.

Once approval to suspend a program is received, the Registrar will communicate the decision to all prospective applicants to allow them to take appropriate action. Part of this process will be to develop, on a program-by-program basis, strategies for retaining these applicants by recommending other similar Fleming College programs; and if the program for which suspension is recommended has a current cohort, then:

* + - Students registered in a suspended program will be provided the opportunity to complete the program of study within the normal time.
    - The school Dean will prepare a timeline and teach-out plan for currently enrolled students (if applicable) to enable this.
    - This plan will be communicated to all currently enrolled students.

The affected school Dean/designate will notify and update the following internal departments in order to effect required changes and system updates:

* + - School Office
    - Office of the Registrar
    - Academic Quality Office
    - Academic Operations
    - Student Recruitment
    - Communications and Marketing
    - Financial Aid and Awards
    - Finance
    - IT Services
    - International Student Office

The Academic Quality Office will submit a final decision to the Ministry to suspend a ministry-funded program of instruction.

Suspended Programs will require re-approval by the Board of Governors and Ministry to be reactivated.

* 1. **– Program Cancellation**

The Executive Vice-President Academic Experience after consultation with the program Dean will advise the Senior Management Team and the Registrar when a program is being considered for cancellation.

The recommendation to cancel the program is provided to the College President and then Board of Governors for consideration and decision. The Executive Vice-President Academic Experience will update the Registrar, Academic Quality Office, Strategic Enrolment Planning Committee, and affected school Dean of the decision from the Board of Governors.

Once approval to cancel a program is received, the Registrar will communicate the decision to all prospective applicants to allow them to take appropriate action. Part of this process will be to develop, on a program-by-program basis, strategies for retaining these applicants by recommending other similar Fleming College programs; and if the program for which cancellation is recommended has a current cohort, then:

* Students registered in a cancelled program will be provided the opportunity to complete the program of study within the normal time.
* The school Dean will prepare a timeline and teach-out plan for currently enrolled students (if applicable) to support this.
* This plan will be communicated to all currently enrolled students.

The affected program Dean/designate will notify and update the following internal departments to effect required changes and system updates:

* + - School Office
    - Office of the Registrar
    - Academic Quality Office
    - Academic Operations
    - Student Recruitment
    - Communications and Marketing
    - Financial Aid and Awards
    - Finance
    - IT Services
    - International Student Office

Students reported as enrolled in programs identified as cancelled will not be counted for funding calculations. For this reason, suspended programs should be taught out before cancellation.

The Academic Quality Office will submit a final decision to the Ministry to cancel a ministry-funded program of instruction.

Programs that have been cancelled cannot be reactivated.

* 1. – **Roles and Responsibilities**

It is the responsibility of the **Board of Governors** to approve or deny the recommendation to suspend (or cancel) a program.

It is the responsibility of the **Senior Management Team** to ensure that the Program Quality Assurance Policy and the Program Suspension and Cancellation Procedure are Fully Implemented.

It is the responsibility of the **Executive** **Vice-President Academic Experience** to oversee the implementation of the Program Quality Assurance Policy and the Program Suspension and Cancellation Procedure, and to report to the Senior Management Team on this Implementation as necessary.

It is the responsibility of the **Executive Vice-President Academic Experience** to recommend a program for suspension or cancellation in consultation with the school Dean/Director.

It is the responsibility of the **Academic Quality Office** to inform the Ministry of a decision to suspend or cancel a program.

It is the responsibility of the **Office of the Registrar** to communicate with affected students.

**6.0 – Related Documents**

* Minister's Binding Policy Directive: Framework for Programs of Instruction
* College Quality Assurance Audit Process (CQAAP) Standards of Quality
* PEQAB Manuals for Ontario Colleges
* College Policy #2-220: Quality Assurance Policy
* College Policy #2-213: Program Quality Assurance

**7.0 – History of Amendments & Reviews**

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| **Date Approved** | **Approved By** | **List of Approved Amendments / Review** |
| December 5, 2017 | SMT | NEW |
| September 1, 2019 | SMT |  |
| February 25, 2021 | SMT |  |
| October 22, 2024 | SMT | Updated to new formatting. Substantive edits. |