Procedure Title:	Program Suspension and Cancellation
Procedure ID:	OP #2-213A
Manual Classification:	Academic Affairs
Linked to Policy:	Policy # 2-213 Program Quality Assurance
Approved by Senior Management Team:	Original: December 2017
Revision Date(s):	March 2022
Effective Date:	March 2022
Next Review Date:	March, 2025
Contacts for Procedure Interpretation:	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 College's Program Quality Assurance Policy.

2.0 – Definitions/Acronyms

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: means a group of related courses leading to a degree, diploma or certificate awarded by the College.

Program Quality Assurance (PQA): is the process for the ongoing formative and summative evaluation of College programs, which aligns with standards of Ontario College Quality Assurance Service (OCQAS). PQA promotes institutional learning and renewal, guides decision-making, engages stakeholders and supports constructive governance by the Board of Governors. Mechanisms of program quality assurance include program review, program mix analysis, program modification and revision, and new program development.

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 Procedure

3.1 Overview

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   Decision to Suspend or Cancel a Program

4.1   All programs are assessed within the context of standard criteria as described in the Program Mix Analysis Operating Procedure 2-213C.

4.2   Programs that achieve low program rankings may be identified for suspension or cancellation by the school Dean/Director and Vice-President Academic Experience.

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

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

5.0   Deferral of Intake

5.1   The Vice-President Academic Experience, after consultation with the school Dean/Director, will advise the Registrar when a program intake will be deferred due to enrolment or other considerations.

5.2   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.

5.3   The affected school Dean/Director will notify and update the following internal departments to effect required changes and system updates:
- School Office
- Office of the Registrar
- Academic Operations
- Program Coordinator/Faculty team
- 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
- Business Intelligence and Research Services

5.4 In cases where a program defers multiple consecutive intakes, the Vice-President Academic Experience and program Dean/Director will review the Program for possible suspension/cancellation.

6.0   Program Suspension

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

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

6.3 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/Director 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.

6.4 The affected school Dean/Director will notify and update the following internal departments in order to effect required changes and system updates:
- School Office
- Office of the Registrar
- Program Coordinator/Faculty Team
- Academic Quality Office
- Academic Operations

- Student Recruitment
- Communications and Marketing
- Financial Aid and Awards
- Finance
- IT Services
- International Student Office
- School of General Arts and Sciences
- Bookstore
- Business Intelligence and Research Services

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

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

6.7 Suspended Programs will be automatically cancelled by the Ministry after a suspension period of five years.

7.0 Program Cancellation Process

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

7.2 Suspended programs should be taught out prior to cancellation because students reported as enrolled in programs identified as cancelled will not be counted by the Ministry for funding calculations.

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

7.4 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 Dean/Director 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.

7.5 The affected school Dean/Director will notify and update the following internal departments to effect required changes and system updates:
- School Office
- Office of the Registrar
- Program Coordinator/Faculty Team
- Academic Quality Office
- Academic Operations
- Student Recruitment
- Communications and Marketing
- Financial Aid and Awards
- Finance
- IT Services
- International Student Office
- School of General Arts and Sciences
- Bookstore
- Business Intelligence and Research Services

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

7.7 Programs that have been cancelled cannot be reactivated.

8.0   Roles and Responsibilities

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

8.2 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.

8.3 It is the responsibility of the **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.

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

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

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

9.0 – Related Documents

- Minister's Binding Policy Directive: Framework for Programs of Instruction
- College Quality Assurance Audit Process (CQAAP) Standards of Quality
- College Policy #2-220: Quality Assurance Policy
- College Policy #2-213: Program Quality Assurance
- College Operating Procedure #2-213C Program Mix Analysis

10.0 – History of Amendments & Reviews

Original Approved December 2017
Reviewed and Revised: Sep 2019; Mar 3, 2022