

<b>TYPE:</b>	Academic
<b>TITLE:</b>	Program Suspension
<b>NO.:</b>	ACAD-106
<b>RESPONSIBILITY:</b>	Executive Vice President, Academic
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	May 2021
<b>REVISED DATE(S):</b>	
<b>REVIEW DATE:</b>	May 2024

---

## 1. Introduction

Durham College (DC) provides innovative academic programs that advance its strategic priorities, and respond to industry and student needs. Contributing to the future sustainability, relevance and success of the College and its students, regular program review processes identify academic programs to be suspended or cancelled. This ensures that a consistently applied, comprehensive and evidence-based analysis of the program is undertaken.

## 2. Purpose

This policy and procedure provides a framework for a comprehensive, strategic and evidence-based process for the suspension of an academic program.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

- 4.1. The decision-making process for suspending programs and/or program intakes will be transparent, consultative and evidence-based.
- 4.2. Program suspension is undertaken to ensure the most effective allocation and deployment of human, space and financial resources. Decisions on programs for suspension are made taking into account a variety of factors including, but not limited to:
  - student demand and impact;
  - community needs;
  - employment trends and employer needs;
  - new program development needs and opportunities;
  - program cost and sustainability;
  - perceived or actual competition or redundancies with other college programs;
  - educational pathways;

- collective agreement provisions;
- availability of qualified faculty;
- space and resource implications;
- program quality assurance;
- the College's program mix; and
- alignment with the College's academic and strategic priorities.

4.3. The decision to suspend a program will be made with every effort to minimize impact on applicants and students.

4.4. Given a program's suspension, DC is committed to providing affected students with an opportunity to graduate from their program.

4.5. The Board of Governors shall approve all permanent suspensions.

## 5. Procedure

Applicant interest and enrolment targets are routinely monitored. Programs at risk of not being sustainable will be identified by the Office of the Registrar (RO) to the Executive Vice President, Academic (EVPA) for evaluation.

### 5.1. Program Intake Suspension

- 5.1.1. The EVPA will discuss all programs deemed at risk with the appropriate Executive Dean/Dean/designate and determine whether to suspend an intake or to continue to monitor applications.
- 5.1.2. The EVPA will advise the RO of the decisions made. For decisions impacting programs offered through the Centre for Professional and Part-time Learning (PPL) that are up to the level of an Ontario College Certificate, the Dean of PPL or designate will notify affected stakeholders.
- 5.1.3. If a program intake is suspended, the RO will notify the following internal departments in order to effect required changes and system updates:
  - Admissions Office
  - Affected school office(s)
  - Centre for Teaching and Learning
  - Communications, Marketing + Student Recruitment
  - Dean of Students
  - Enrolment Services
  - Facilities and Ancillary Services
  - Finance

- Financial Aid and Awards
- International Education Office
- IT Services
- Office of Research Services, Innovation and Entrepreneurship
- Scheduling

5.1.4. The RO will advise applicants of the program intake suspension during the application cycle and discuss options for applying to other programs.

## 5.2. Indefinite Program Suspension

5.2.1. The EVPA will discuss all programs deemed at risk with the appropriate Executive Dean/Dean/designate and determine whether to indefinitely suspend a program or to continue to monitor applications. A program need not have experienced a program intake suspension to be considered for an indefinite suspension.

5.2.2. After consultation with the appropriate Executive Dean/Dean/designate, the EVPA will notify the following:

- Office of the Registrar
- International Education Office
- Centre for Teaching and Learning

For decisions impacting programs offered through PPL that are up to the level of an Ontario College Certificate, the Dean of PPL or designate will notify affected stakeholders.

5.2.3. The Manager, Academic Quality Assurance will notify the following internal departments in order to effect required changes and system updates:

- Academic Leadership Team
- Admissions
- Affected school office(s)
- Centre for Teaching and Learning
- Communications, Marketing + Student Recruitment
- Dean of Students
- Enrolment Services
- Facilities and Ancillary Services
- Finance

- Financial Aid and Awards
- International Education Office
- IT Services
- Library
- Office of Research Services, Innovation and Entrepreneurship
- Scheduling

5.2.4. The RO will advise applicants of the indefinite program suspension during the application cycle and discuss options for applying to other programs.

5.2.5. The RO or PPL, as appropriate, will work with Communications, Marketing + Student Recruitment to update the program's status on the college's website and with Admissions to update the program's status on the Ontario Colleges Application Services' portal. The program will also be removed from all recruitment materials as soon as possible.

### 5.3. Permanent Program Suspension

5.3.1. The EVPA will discuss all programs deemed at risk, or that have been indefinitely suspended for five years, with the appropriate Executive Dean/Dean/designate and determine whether to permanently suspend a program.

5.3.2. The appropriate Executive Dean/Dean/designate will evaluate program performance metrics and factors affecting program sustainability, and may consult with academic, administrative and support areas. Where applicable, the Executive Dean/Dean/designate may consult with relevant external, regulatory or accreditation bodies.

5.3.3. After consultation with the appropriate Executive Dean/Dean/designate, the EVPA will recommend any permanent suspensions for programs that are at an Ontario College Certificate level or above to DC's President for consideration and decision.

5.3.4. All programs that are at an Ontario College Certificate level or above that are approved by the President for permanent suspension will be presented to the Board of Governors by the EVPA, for the Board's consideration and decision.

5.3.5. Permanent suspension decisions impacting programs offered through the Centre for Professional and Part-time Learning (PPL) that are up to the level of an Ontario College Certificate do not require approval by the President or Board of Governors. These decisions will be communicated by the Dean of PPL

5.3.6. The EVPA will notify the following of all programs at or above the College Certificate Level that are approved by the Board of Governors for permanent suspension:

- Office of the Registrar
- International Education Office
- Centre for Teaching and Learning

5.3.7. If the program being permanently suspended has currently enrolled students, then:

- The academic school will prepare a plan for currently enrolled students to have the opportunity to complete the program.
- The academic school will communicate the plan to the RO and all students currently enrolled in the program; students will be advised to contact their school office to discuss a program completion plan.

5.3.8. Once approval to permanently suspend a program is received, the RO will communicate the decision to all current applicants.

For permanent suspension decisions impacting programs offered through PPL that are up to the level of an Ontario College Certificate, PPL will communicate with current applicants and students.

5.3.9. The Manager, Academic Quality Assurance will notify the following internal departments in order to effect required changes and system updates:

- Affected school office(s)
- Academic Leadership Team
- Admissions Office
- Centre for Teaching and Learning
- Communications, Marketing + Student Recruitment
- Dean of Students
- Enrolment Services
- Facilities and Ancillary Services
- Finance
- Financial Aid and Awards
- IT Services
- International Education Office

- Library
- Office of Research Services, Innovation and Entrepreneurship
- Scheduling

5.3.10. The Manager, Academic Quality Assurance will inform the Ministry of Colleges and Universities (MCU) in writing of final decisions to permanently suspend ministry-funded programs at all campuses and by all delivery modes.

#### 5.4. Ministry Treatment of Dormant, Suspended Programs

5.4.1. The MCU will provide the EVPA annually with a listing of DC programs which have been dormant or suspended for five years. The EVPA will provide this listing to the Associate Dean, Teaching, Learning and Program Quality for action.

5.4.2. The Manager, Academic Quality Assurance and Executive Dean/Dean/designate will review all dormant programs and identify those that can be cancelled or will remain active.

5.4.3. The Manager, Academic Quality Assurance will provide an updated status list of dormant or suspended programs to the MCU within 30 days. Failure to submit the updated status of dormant or suspended programs may result in the MCU automatically cancelling active programs.

5.4.4. Cancelled programs need to be re-approved by the MCU in order to be re-instated.

## 6. Roles and responsibilities

6.1. It is the responsibility of the Executive Vice President, Academic to ensure that this policy and procedure is fully implemented.

6.2. It is the responsibility of the EVPA, the Office of the Registrar, school Executive Deans/Deans/designates, and the Manager, Academic Quality Assurance to identify programs for intake suspension or indefinite program suspension review.

6.3. It is the responsibility of the EVPA to present recommendations to permanently suspend a program to the college President and Board of Governors.

6.4. It is the responsibility of the college President to permanently suspend all programs at or above the Ontario College Certificate level.

6.5. It is the responsibility of the Board of Governors to approve or deny recommendations to permanently suspend a program at or above the Ontario College Certificate level.

- 6.6. It is the responsibility of the Dean of PPL to suspend intakes and programs at a level up to an Ontario College Certificate.
- 6.7. It is the responsibility of the Office of Executive Vice President, Academic to inform the MCU of a decision to permanently suspend a program.
- 6.8. It is the responsibility of the Manager, Academic Quality Assurance and Executive Dean/Dean/designate to identify and submit an updated list of dormant programs to the MCU within required timelines.
- 6.9. It is the responsibility of the RO to advise applicants and current students of all decisions related to a change of a program status.
- 6.10. It is the responsibility of the academic school office to provide current students affected by a program suspension decision with an opportunity to complete the program, and to support students through the development of program completion plans.

## **7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

## **8. Non-compliance implications**

Failure to comply with this policy could affect the allocation and deployment of human, space and financial resources in a manner that negatively impacts the future sustainability, relevance and success of the College and its students.

In addition, failure to comply may result in damage to the reputation of the College if it is seen as offering programs that no longer meet the needs of industry.

Failure to comply with MCU requests to confirm program status may result in the MCU automatically cancelling active programs.

## **9. Communications plan**

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

## **10. Related forms, legislation or external resources**

- List any forms, legislation or external resources