A. Background and Definitions

Programs are in place to meet the needs of students and employers. As interest and demand for a specific program or program intake changes, the need to offer that program may also change. Because of this every-changing environment it is sometimes necessary for a college to suspend a program intake or cancel a program.

Program Suspension: The suspension of a program intake that has been approved as part of the College’s annual enrolment plan and/or has been published on OCAS as being available for applicants.

Program Cancellation: The cancellation of all proposed and future intakes of an approved program.

B. Purpose

To formalize a process for to suspend or cancel programs. The goal is to ensure the 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.

C. Policy Statements

1. Program suspension will be based on assessment of program applications or confirmations for a specific intake term. Program suspension will be considered where the numbers are sufficiently below the approved enrolment plan as to make the delivery unviable from an academic or financial perspective.

2. A Program suspension will be approved by the Academic Affairs and Strategic Enrolment Committee.

3. The Committee will make the decision to suspend a program as early as possible in order to minimize the impact on applicants and prospective applicants, and shall ensure appropriate procedures for communications with affected applicants are developed.
POLICY GROUP: NC700 – Academic Standards & Quality
POLICY TITLE: Program Suspension/Cancellation

4. Program Cancellation will be based on analysis of criteria established under Board Governance Policy – Executive Limitations – Programs of Instruction.

5. All programs where a program suspension has been approved shall be reviewed for program cancellation. Programs will be assessed for cancellation annually while developing the Enrolment and Marketing plan. The Executive Team shall approve a Program Cancellation.

6. Program cancellations will be communicated to the Ministry of Colleges and Universities as per their requirements.

D. Related Documents

Policy: Board Governance Policy – Executive Limitations – Programs of Instruction
       NC800 Program Progression & Graduation

Procedure: NC700 Program Suspension/Cancellation

E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24, 2016</td>
<td>Separation of policy &amp; procedure</td>
</tr>
<tr>
<td>November 8, 2017</td>
<td>General updates of decision making and committee names</td>
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<tr>
<td>December 10, 2020</td>
<td>Update of job titles &amp; Ministry name</td>
</tr>
</tbody>
</table>