PROCEDURE TITLE: NC700 Program Suspension/Cancellation
RELATED POLICY: NC700 Program Suspension/Cancellation

A. Definitions

**Suspended Program:** A program into which a college has decided not to admit first year or beginning level students (MTCU, 2007).

**Cancelled Program of Instruction:** A program the College is no longer offering and in which no students are enrolled (MTCU, 2007).

**Suspended Intake:** A cohort of a program which the College had advertised but decided not to offer.

**Registration Minimum:** The minimum number of students needed to run a beginning level of a program. This number may vary from program to program, and based on factors such as; ability to deliver an acceptable educational experience, and financial viability.

**Admission Cycle:** The time period in which the college accepts applicant to a specific academic year. The cycle begins with the listing of programs and intake on the Ontario College Application Service (OCAS) website, which normal occurs in early October. Such a cycle can include intakes for the Fall, Winter and Spring of the effected academic year.

B. Procedure Purpose

The purpose of the procedure is to outline a process for the suspension and/or cancellation of a program or program intake. This procedure highlights the uniqueness of the timing of these decisions and the need for a differentiated approach to when programs or program intake cancellation decisions are made.

C. Procedure Statements

**Intake Suspension**

1. A minimum number of students must be registered in a program intake or course offering in order for the College to offer it. This number is set by the College and is known as the Registration Minimum.

2. The decision to cancel a program intake prior to or during an admission cycle is made by the Academic Affairs and Strategic Enrolment Committee (AASEC), and can be based on a number
of factors including but not limited to low enrolment, College resources, or delivery restrictions among others.

3. Suspension or cancellations during an admission cycle:

   a. Program intakes and course offerings that have difficulty attracting sufficient candidates to meet their Registration Minimum during an application cycle or where resource issues are identified may be cancelled for that term.
   b. A decision to cancel will be made as early as possible by the Academic Affairs and Strategic Enrolment committee. Periods prior to the Equal Consideration application deadline, receipt of confirmation notice, and receipt of fees deposit dates will be used as key times to review admissions data.
   c. A decision to cancel a program intake can be taken as late as one month prior to the start date for that program.
   d. Any program intake that is not suspended by the above dates will be offered, regardless of not meeting the minimum enrolment targets.
   e. Applicants/students will be advised when a program intake is suspended and offered admission in other available programs or future intakes of the program affected.
   f. Enrolment Services will coordinate with affected departments the necessary updates in college systems, website and marketing materials, Ontario College Application Service, and OSAP database, among others. HR and Finance will also be notified for impacts to staffing and budget.

Program Suspension
The College decision to suspend a program is based on program performance indicators including program quality, student demand, retention and graduation rates, financial viability, and program relevance and is achieved through consultative process. The decision to suspend a program is made at the Academic Affairs and Strategic Enrolment Committee.

1. In cases where there are students enrolled in a suspended program, these students will be informed by Enrolment Services of the change in program status.

2. Notice of program suspension will be posted on the college website, including contact information for individuals to obtain more information associated with the completion of credentials.
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3. The College will provide students enrolled in the program being suspended or cancelled, the opportunity to complete the program within the normal time period of scheduled delivery.

4. Students will be provided every opportunity to complete their credential in a timely manner through the use of course offerings through various avenues such as; part time studies, course equivalents, and online courses, at Niagara College or other recognized postsecondary institutions.

PROGRAM CANCELLATION

A decision to inform the Ministry that the College will no longer be offering the program. Decisions to cancel a program generally follows the criteria used in the Program Suspension procedure, where it is determined that the program indicators are not going to improve, although may also be a result of other factors such as fundamental changes to program standards from the Ministry.

The Ministry will be notified through the formal ministry suspension process, and/or confirmed through the annual dormant program list submission from the college.

D. Forms

None

E. Document History

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<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
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<tbody>
<tr>
<td>October 31, 2017</td>
<td>Separation of policy &amp; procedure</td>
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<tr>
<td>December 10, 2020</td>
<td>Update of job titles</td>
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