



Policy No.	Suspension and/or Discontinuance of Programs
Title	C.3.3
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	January 29, 2004
Effective Date	November 15, 2017

CONTEXT AND PURPOSE

This policy establishes a comprehensive, respectful and timely process for program suspension and the possible discontinuance of program intakes at Vancouver Community College (VCC, the College) in accordance with the College’s values, vision, and the Integrated College Plan.

This policy meets the legislated responsibility of the Board of Governors and the Education Council under the College and Institute Act; Section 19(1)(d), the Board may determine courses or programs to be offered or cancelled at the institution; and Section 23(1)(e) Education Council must advise the Board, and the Board must seek advice from the Education Council, on the development of educational policy for the cancellation of programs.

SCOPE AND LIMITS

This policy applies to all College programs with the exception of non-credentialed programs in Continuing Studies. This policy does not apply to adjustments in the number or location of course offerings as part of the ongoing management of program delivery.

STATEMENT OF POLICY PRINCIPLES

1. The Board of Governors will consider the suspension or discontinuation of a program upon the recommendation of the Senior Executive Team and after hearing the advice of Education Council.
2. The decision to suspend a program intake will be based primarily on program performance indicators including program quality, student demand, retention and graduation rates, financial viability, and program relevance.
3. The discontinuation of a program shall be considered only as the final means of managing a program.
4. The suspension and/or discontinuance of a program will be communicated to all affected stakeholders as soon as a decision is made. To minimize the impact on current students and prospective applicants, notification must be provided in writing to faculty, staff, students, prospective applicants, and government (if appropriate).

5. The College will provide all students the opportunity to complete the program in which they are enrolled. However, there may be special circumstances where it is not possible for the College to do so, or where the transfer of students to another college would be more practicable. Under such circumstances, the College will, whenever possible, assist affected students in enrolling in the same program offered by another institution located within a reasonable distance from the College.

DEFINITIONS

Consultation: The notification to, and participation of, all interest groups or stakeholders in a two-way flow of information and opinion exchange before action is taken or decisions reached.

Program: A defined set of courses of instruction.

Program Suspension: Ceasing to admit students to a program for a defined period of time. Programs may not be in suspension longer than four years without a decision made to reinstate a program, or discontinue it.

Program Discontinuance: The permanent closure of a program which includes removal from the academic calendar and cessation of admission to the designated program.

Program Feasibility Working Group: A group of individuals appointed by the Program Review and Renewal Committee of Education Council to produce a Feasibility Report (the Report). Members are appointed from relevant areas of the College, ensuring that various perspectives are considered and represented in the final Report. The Working Group will conduct its review on the basis of equity and fairness.

RELATED LEGISLATION & POLICIES

Legislation

Colleges and Institute Act

Policies

C.3.2 Program Review and Renewal

D.1.1 Education Services Review

Other

VCCFA Collective Agreement

CUPE 4627 Collective Agreement

RELATED PROCEDURES

C.3.3 Suspension or Discontinuance of Programs Procedures