

# Program Suspension or Cancellation

## AC-002

Version	Version Date (MM/DD/YYYY)	Review Date (MM/DD/YYYY)	Description of Changes
02	05/27/2021	05/27/2024	Changes related to PAC in the event of a program suspension

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<b>Policy Holder</b>	<b>Print Name</b>	<b>Date (06/10/2021)</b>

Academic Council	
<b>Advising Body</b>	<b>Date Consulted (06/10/2021)</b>

Vice President, Academic	Kevin Weaver	
<b>Approver</b>	<b>Print Name</b>	<b>Date (06/10/2021)</b>

### Purpose

This policy outlines the process for the suspension or cancellation of Georgian College programs, and the suspension of program intakes. The goal is to ensure ongoing, optimal, relevant programming that benefits students, employers, and members of our community. This policy adheres to Georgian College's [Policy AC-001: Academic Quality Assurance](#), and the requirements as outlined by the Ministry of Colleges and Universities (MCU) in the MCU Program Suspension and Cancellation: Operating Procedure.

## Scope

This policy applies to all academic programs, applicants of programs, and students enrolled in programs offered by Georgian College.

## Definitions

Word/Term	Definition
<i>Cancelled Program</i>	<i>A program that is no longer offered by the College, and in which no students are enrolled. A cancelled program may not be reactivated.</i>
<i>Dormant Program</i>	<i>A program approved for funding that has never been delivered, or that has not been delivered for more than five years and has not been reported to the MCU as cancelled.</i>
<i>Enrolled student</i>	<i>A student currently in the process of completing a program (tuition payment made, registration into classes in a program in semester one or later).</i>
<i>Enrolment Management</i>	<i>The ongoing monitoring of admissions data and tracking towards achieving the Enrolment Plan. Adjustments are made to the Enrolment Plan through the Enrolment Management Committee.</i>
<i>Enrolment Planning</i>	<i>The annual process where program specific domestic and international student targets are developed for the next fiscal year.</i>
<i>Ministry's Program Cancellation List</i>	<i>An annual list of programs identified for automatic cancellation by the MCU that have been dormant or suspended for five years or more.</i>
<i>Stakeholders</i>	<i>Include faculty, students, support staff, administrators, Steering Committee members, Program Advisory Committee members, industry partners, and any representatives from areas of the College whose input is critical to program quality. Refer to Georgian's <a href="#">Integrated Planning and Stakeholder Consultation chart</a> for a complete list of internal and external stakeholders.</i>
<i>Student applicant</i>	<i>A student who has applied or been accepted into a program, prior to registration into classes in semester one or later (when advanced standing applies).</i>

<p><i>Suspended Program</i></p>	<p><i>A program into which the College is not admitting semester one students prior to an application cycle. Students may be enrolled in subsequent semesters and are able to complete the program. A suspended program must be filed as suspended with the MCU. A suspended program may be reactivated with permission from the MCU.</i></p>
<p><i>Suspended Program Intake</i></p>	<p><i>A program intake which is suspended at one or more campuses for a semester or more during the application cycle. Students accepted into the program are advised of the suspension and offered acceptance in the next intake within the same application cycle, acceptance at another Georgian College campus offering the same program, or acceptance in an alternate Georgian College program where possible. MCU approval to reactivate the program is not required, as long as it is within five years.</i></p>

## Responsibility

- The **President and Chief Executive Officer (CEO)** is responsible for recommending any program suspension or cancellation to the Board of Governors.
- The **Board of Governors** is responsible for
  - approving suspended and cancelled programs of instruction;
  - informing the MCU of a final decision to suspend or cancel a Ministry funded program of instruction; and
- The **Vice President, Academic** is responsible for consulting with Academic Areas regarding data affecting program viability, and recommending the suspension of program intake, suspension of program or cancellation of program to the President and CEO.
- **\*Dean of the academic area** is responsible for
  - consulting with or informing the coordinator and program faculty, and all relevant stakeholders;
  - consulting with or informing the Program Advisory Committee (PAC) about the decision to suspend or cancel a program;
  - working with the RO to inform enrolled students and applicants about any program suspension or cancellation, and ensuring the students are provided with the pathways necessary to complete studies; and
  - informing all additional, relevant internal and external stakeholders, including the Office of Academic Quality.
  - disbanding the PAC.

\*Note: The Dean may delegate responsibility to the Associate Dean as appropriate.
- The **Enrolment Management Committee** is responsible for

- setting decision making criteria to guide the development of the college-wide enrolment plan.
- reviewing enrolment data for program intakes; and
- making decisions regarding maximizing enrolment and suspending intakes.
- The **Office of the Registrar** is responsible for
  - the enrolment data for program intakes and management of the intake;
  - ensuring that students enrolled in a suspended program have the opportunity to complete the program within the normal time period (outlined in *Georgian College Academic Regulation 5.3 Graduation Timelines*).
  - ensuring that all student applicants are informed of any suspended program intake;
  - updating all program information for applicants, i.e. Ontario College Application Service (OCAS), ontariocolleges.ca and Georgian program outlines; and
  - ensuring accurate communication regarding the status of the program in all relevant marketing materials.
- The **Office of Academic Quality (OAQ)** is responsible for
  - facilitating program suspensions through the Ministry process as per the Minister's Binding Policy Directive.
- **The Program Assistant is responsible for**
  - informing the Executive Assistant to the Vice President Academic that the PAC has been disbanded.
- **The Executive Assistant to the Vice President Academic is responsible for**
  - deactivating the PAC in Board Effect and archiving all previous meetings' documentation.

## Policy

Georgian College may suspend program intakes, or suspend or cancel programs based on a number of considerations typically arising from annual Program Assessment and Program Renewal, including program quality, availability of college resources, student demand and retention, graduation rates, labour market demand, and financial viability. There may be consultation with many stakeholders prior to making this decision, however ultimately this is a management decision.

Typically, if a program is suspended or cancelled, students currently enrolled are provided with the opportunity to complete their program within a given timeframe. Student applicants are notified of the suspension or cancellation, and offered acceptance in the next intake within the same application cycle, acceptance at another Georgian College campus offering the same program, or acceptance in an alternate Georgian College program where possible.

## Procedures

### ***Procedure for Suspending or Cancelling a Program***

#### **1.1 Suspension of a Program Intake**

- 1.1.1 A program intake is typically identified for suspension through enrolment data and Annual Program Assessment. Where possible, this occurs before students are offered admission into the program. As enrolment data is reviewed as part of the Enrolment Management Plan, an intake suspension may be recommended at any time; however, typically, intake suspension decisions are required a minimum of two months prior to the start of the term.
- 1.1.2 The Enrolment Management Committee discusses and recommends a program intake suspension based on enrolment data.
- 1.1.3 The Vice President, Academic makes the decision to suspend the program intake and informs the President and CEO of the College.
- 1.1.4 The Vice President, Academic informs the Office of the Registrar and Marketing of the final decision to suspend the program intake.
- 1.1.5 The Office of the Registrar ensures all applicants are informed of the decision to suspend the intake and ensures appropriate communication (refer to Admissions Communication Procedure for Intake Suspensions). Students accepted into the program are advised of the suspension and offered acceptance in the next intake within the same application cycle, acceptance at another Georgian College campus offering the same program, or acceptance in an alternate Georgian College program where possible.
- 1.1.6 The Dean of the Academic Area informs all relevant internal and external stakeholders, including the PAC.

#### **1.2 Suspension of a Program**

- 1.2.1 Typically, a program is identified for suspension through data gleaned from the enrolment planning process, and annual Program Assessment or Program Renewal involving coordinator and faculty consultation.
- 1.2.2 The Vice President, Academic and the Dean of the Academic Area discuss and recommend the program suspension. Where possible, this occurs before the recruitment cycle begins.
- 1.2.3 The Vice President, Academic recommends the suspension and forwards it to the President and CEO for approval.
- 1.2.4 The President and CEO brings the recommendation for program suspension to the Board of Governors for approval.
- 1.2.5 The Board of Governors informs the MCU of the program suspension by a letter signed by the College President and CEO, as per the MCU Program Suspension and Cancellation: Operating Procedure.

- 1.2.6 The Office of Academic Quality submits the program suspension to the Ministry via the Program Funding Approval and Administration Management tool.
- 1.2.7 The Vice President, Academic notifies the Office of the Registrar and Marketing, who communicate the suspension to relevant parties.
- 1.2.8 The Vice President, Academic informs the members of Academic Council of the program suspension at the next scheduled Academic Council meeting.
- 1.2.9 The Office of the Registrar ensures program, fees, and reporting systems and processes are updated.
- 1.2.10 The Dean of the Academic Area informs relevant stakeholders, including the PAC and all students impacted by the suspension.
- 1.2.11 The Dean of the Academic Area disbands the PAC.
- 1.2.12 Typically, students currently enrolled in the program are provided with the opportunity to complete the program within the normal graduation timelines at Georgian College (refer to Academic Regulation 5.3 Graduation Timelines).
- 1.2.13 If, under exceptional circumstances, completion at Georgian is not possible, students are assisted in enrolling in the same program offered by another college located within a reasonable distance.

### **1.3 Cancellation of a Program**

- 1.3.1 If a program has been dormant for five or more years and the College takes no action, the MCU places the program on the Ministry's Program Cancellation List, and automatically notifies the College of its intention to cancel the program.
- 1.3.2 The VPA reviews the list, annually, to confirm any programs that should remain active.
- 1.3.3 The College has 30 days to respond to the notification and update the MCU about the status of the program. If there is no response from the College, the program is cancelled. (Refer to part D of MCU Program Suspension and Cancellation: Operating Procedure.)
- 1.3.4 Once cancelled, the program requires new program approval if it is to be reactivated (refer to [Policy AC-003: New Program Development](#)).

## Related Materials

**MCU Minister's Binding Policy Directive: Framework for Programs of Instruction**

**MCU Program Suspension and Cancellation: Operating Procedure**

[Policy AC-001: Academic Quality Assurance](#)

[Policy AC-003: New Program Development](#)

**Georgian College Academic Regulations**

**Enrolment Management Committee Terms of Reference**

**Admissions Communication Procedure for Intake Suspensions – Appendix A (attached)**

**Appendix A****Admissions Communication Plan for Intake Suspension**

- 1) The decision to suspend an intake is communicated to Admissions by the Registrar, Vice President Academic, or the Enrolment Management co-chairs.
- 2) Admissions inquires with academic area and International Centre to clarify if any special considerations should be noted when applicants are contacted.
- 3) The program is closed at OCAS immediately as to prevent further applications
- 4) If it is a typical intake suspension, Admissions ensures a letter and/ or email communication is prepared and reviewed by the Communications department annually.
  - a. The current letter has been reviewed by Communications as of February 2019.
  - b. The email for international applicants is vetted by Communications and International. It contains the same information as the domestic letter, but also advises that the international applicant/ agent contacts the Regional Manager to assist with exploring alternatives.
  - c. The communication notifies the applicant of the intake suspension and alternative program/ courses (if applicable).
  - d. Domestic applicants receive a mailed letter. Depending on timing of the suspension, the Admissions Officer may personally reach out via email and/ or phone before the letter reaches the applicant.
  - e. International applicants will receive an email notification (cc the Regional Manager and Agent), which includes a link to the Regional Manager's contact information and to the withdrawal form. The Regional Manager should be prepared to advise applicants on alternate program options or withdrawal.
- 5) If the situation isn't typical, the Admissions Officer or academic area may personally contact the accepted applicants to notify them of the suspension. Other communication may occur.
- 6) The program is then suspended at OCAS. Timing of the closing and suspension may be a few hours to a few days depending on the program and communication required.
- 7) Admissions ensures all related systems are updated including Banner, and the International Program Availability document on the website.
- 8) Admissions notifies non-academic stakeholders of the intake suspension, including RO department staff (Admissions, Registration, Front Line staff at all campuses, Curriculum/Fees, Reporting, Scheduling), Marketing and Communications, Web team, and the International Centre so that they can also make necessary updates (e.g. website).
- 9) International Centre, Student Services, and Admissions Officers are informed in preparation of inquiries and responses from student recipients.