

**Procedures:**                    **Suspension, Reinstatement, and Cancellation of Academic Programs**

Associated Policy:	AP 4.0 – Academic Program Review
Procedure Holder:	Office of the Vice-President, Academic and Provost
Executive Lead:	Vice-President, Academic and Provost
Original Date:	May 2017
Last Revised:	April 2022
Next Review:	April 2027

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## 1. Purpose and Background

In the management of academic programs, it may become necessary to temporarily suspend, reinstate, or permanently cancel a program. Program suspension refers to a scenario in which no intake of new students will happen in an upcoming academic year. Program cancellation refers to a scenario in which a program will no longer be offered by the University. A program suspension may have a duration of one or more semesters, or in the case of programs that are not offered on a semester basis, a duration of one or more years or intakes. Suspensions may be extended.

Reinstatement refers to a planning scenario in which a program that has been suspended is approved to begin accepting new applications. Once a program has been suspended, the reinstatement process may take an additional year to provide sufficient time for marketing and recruitment activities.

The procedures for suspension, reinstatement and cancellation of programs apply to all programs except those that are offered one time only or on an occasional basis as part of their delivery model, such as programs offered through contracts or cost-recovery programs delivered only when there is sufficient enrolment. These procedures do not apply to adjustments in the number or location of course intakes made by departments as part of the ongoing management of program delivery.

Regardless of where they arise or the circumstances in which they arise, proposals for the suspension, reinstatement or cancellation of programs must be reviewed by the Vice-President, Academic and Provost.

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Proposals to suspend, reinstate or cancel a program must present a valid rationale. Proposals must provide sufficient information to allow the University community to understand the rationale for and consequences of suspension, reinstatement, or cancellation in keeping with Yukon University's values of transparency and accountability.

Any proposal recommending the suspension, reinstatement, or cancellation of a program in advance of the fall term must be submitted to the Board of Governors for approval no later than May 1st of the same year.

Proposals recommending the suspension, reinstatement or cancellation of a program received after May 1st will not be considered for the upcoming fall term but will be considered for the following year. In these instances, a triage meeting between the dean, chair, and Vice-President Academic and Provost and shall occur to determine next steps, which may include, but are not limited to, undertaking a program review (see AP 4.1 – Academic Program Review Procedures).

Senate shall be kept informed of any impending actions regarding program suspension, reinstatement, or cancellation.

All approved program suspensions and cancellations must be forwarded to the Vice-President, Academic & Provost and the Registrar/Dean of Enrolment with an effective term date and year.

## 2. Definitions

See AP 4.0 – Academic Program Review Policy, section 4

## 3. Procedures

### 3.1 Program Suspension

Proposals to suspend programs shall be prepared by the appropriate dean or chair and must include the following information:

1. All impacted credentials and specific discipline or field of study
2. Location(s) of the program

3. Faculty, department, or school offering the program
4. Proposed date for suspension, a notification period for students, faculty and staff, and a date for review of the suspension
5. Reasons for suspension, such as:
  - a. Insufficient resources
  - b. Unsustainably low enrolment
  - c. Curricular issues relating to decline in quality or the inability to meet required program outcomes
  - d. Inability to provide appropriate institutional support
  - e. Relevance/demand within labour market or value of the credential.
6. Plan for suspension, including:
  - a. Proposed review date to reinstate or cancel the suspended program
  - b. Steps that will be taken to consult with faculty and staff
  - c. Steps that will be taken to consult with students
  - d. Steps that will be taken to ensure students in the program have an opportunity to complete the program
  - e. Steps that will be taken to ensure consultation with other affected departments, faculties, and units.
7. Draft web and calendar entry detailing suspension of admissions.
8. Name, title, phone number and email address of the institutional contact in case more information is required (normally, the dean of the faculty in which the program is housed).
9. For third party-funded programs, indicate any implications that will need to be addressed and considered, such as but not limited to contribution agreements, notification needed to funders/partners, etc.

For guidance on content and formatting of proposals to suspend academic programs, please see Appendix E: AP 4.3 – Academic Program Suspension, Cancellation or Reinstatement Proposal Form.

Suspensions may last as long as required to undertake one of the four types of program reviews specified in AP 4.1 – Academic Program Review Procedures and implement recommendations stemming from a program review. Senate, the Senior Team, and the Board of Governors shall be kept updated during a suspension. All proposals to suspend programs must include a deadline by which a decision must be made to proceed with one of the following actions:

1. propose reinstatement of the program
2. propose renewing the suspension for a specified amount of time
3. propose cancellation of the program.

### 3.2 Reinstating a Suspended Program

Proposals to reinstate a suspended program shall be prepared by the appropriate dean or chair and must include the following information:

1. All impacted credentials and specific discipline or field of study
2. Location(s) of the program
3. Faculty, department, or school offering the program
4. Proposed date for reinstatement, a notification period for students, and faculty and staff.
5. Reasons for reinstatement, such as:
  - a. Funding source(s)
  - b. Enrolment projection
  - c. What has improved in the curricular issues that related to the decline in quality or the inability to meet required program outcomes since the program

was suspended

- d. Ability to provide appropriate institutional support
  - e. Relevance/demand within labour market or value of the credential
6. Plan for reinstatement, including:
- a. Proposed review date to reinstate the suspended program
  - b. Steps that will be taken to consult with faculty and staff
  - c. Steps that will be taken to consult with potential students (recruitment)
  - d. Steps that will be taken to ensure consultation with other impacted departments, faculties, and units.
7. Draft web and calendar entry detailing reinstatement of admissions/declaration to the program.
8. Name, title, phone number and email address of the institutional contact in case more information is required (normally, the dean of the faculty in which the program is housed).
9. For third party-funded programs, indicate any implications that will need to be addressed and considered, such as but not limited to contribution agreements, notification needed to funders/partners, etc.

### 3.3 Program Cancellation

A program that has been suspended may be, at any time during that suspension, proposed for cancellation.

Proposals to cancel programs must include the following information:

1. All impacted credentials and specific discipline or field of study
2. Location(s) of the program

3. Faculty, department, or school offering the program
4. Anticipated final date of cancellation
5. Reasons for cancellation of the program, such as:
  - a. Insufficient financial resources
  - b. Unsustainably low enrolment
  - c. Curricular issues relating to decline in quality or the inability to meet require program outcomes
  - d. Inability to provide appropriate institutional support
  - e. Relevance/demand within labour market or value of the credential
6. Plan for phasing out of program, including:
  - a. Steps taken to consult with faculty and staff regarding phasing out
  - b. Steps taken to consult with students regarding phasing out
  - c. Steps taken to ensure students in the program have an opportunity to complete the program
  - d. Steps taken to consult with other impacted departments, faculties/schools, and units
  - e. Impact on and/or reorganization of curriculum in cognate disciplines
  - f. Timeline of activities
7. For third party-funded programs, indicate any implications that will need to be addressed and considered, such as but not limited to contribution agreements, notification needed to funders/partners, etc.
8. Name, title, phone number and email address of the institutional contact person in case more information is required (normally, the dean of the faculty/school in

which the program is housed)

9. Potential legal implications resulting from the program cancellation.

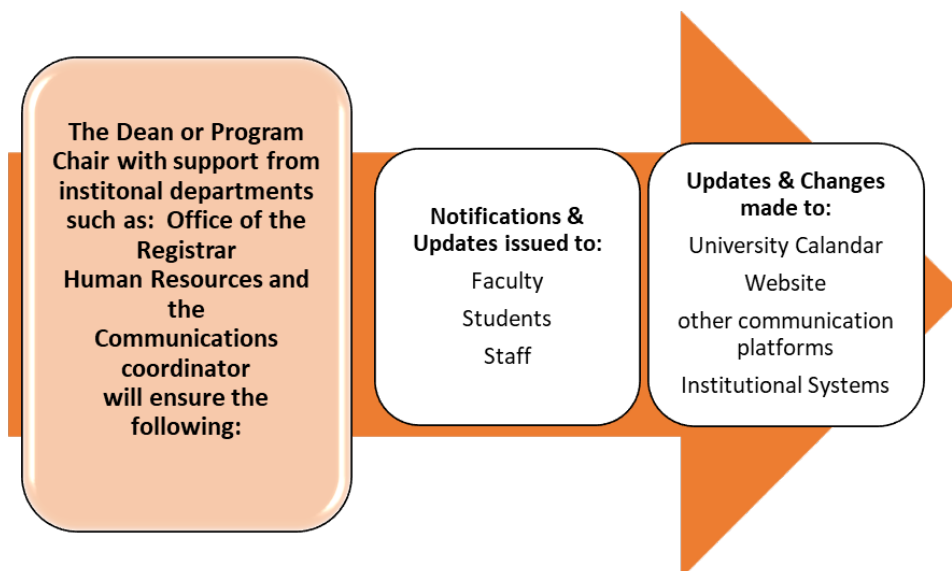
Once a program cancellation occurs, the program no longer has status as an approved program at Yukon University. Any proposal to reinstate the cancelled program will be treated as a new program proposal as per AC 3.0 – Development of New Instructional Programs Policy.

### 3.4 Proposal Content and Format

All proposals to suspend, reinstate or cancel academic programs should follow the content and formatting guidelines contained in AP 4.3 – Academic Program Suspension, Reinstatement, and Cancellation Proposal Form (Appendix E of these procedures).

### 3.5 Notification and Communication

Once the Board of Governors has approved a program suspension, reinstatement or cancellation, the following notification and communication steps should be followed:



#### **4. Exceptions to the Procedures**

Not applicable

#### **5. Problem Solving**

Any questions or concerns arising out of the intent, content, implementation, or application of these procedures should be reported to the Vice-President, Academic and Provost.

Where a concern or dispute arises from a decision made during the implementation of these procedures, the Vice-President Academic and Provost should be notified as soon as possible after the decision has been made. In such cases, the VPA and Provost will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

#### **6. Forms**

AP 4.3 – Academic Program Suspension, Reinstatement, and Cancellation Proposal Form (see Appendix E)

#### **7. Appendices**

Appendix A: Overview of Proposal Sources

Appendix B: Overview of Procedures for Suspending a Program

Appendix C: Overview of Procedures for Reinstating a Program

Appendix D: Overview of Procedures for Cancelling a Program

Appendix E: AP 4.3 – Academic Program Suspension, Reinstatement, and Cancellation Proposal Form

#### **8. Document History**

<b>Date</b>	<b>Update</b>
January-May 2021	At request of VPA and Provost, Internal Academic Governance (IAG) committee initiated a policy and



## **Procedures for the Suspension, Reinstatement, and Cancellation of Academic Programs – AP 4.2**

Office of the Vice-President, Academic and Provost

	procedures review and renewal process; working group of IAG completed first stage of review/renewal work
September-October 2021	Academic Initiatives Officer and Dean, Applied Arts revised policy and procedures further; IAG approved draft AP 4.2 procedures proceeding to University-wide consultation
December 2021	University-wide consultation (through Faculty Update)
January 2022	Further revision to AP 4.2 procedures completed by Academic Initiatives Officer and Dean, Applied Arts
March 2022	IAG's final review and recommendation to Senate
April 2022	Review by Senate

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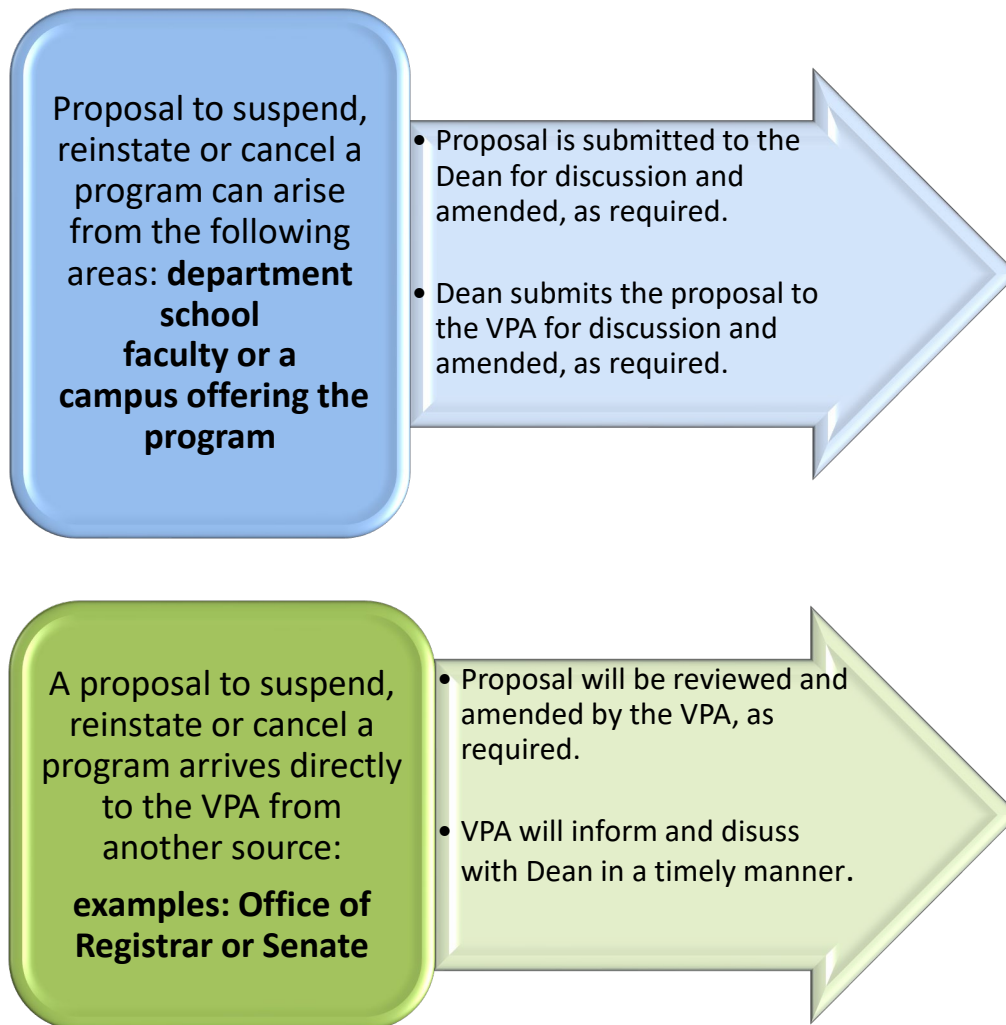
Procedures Holder: Office of the Vice-President, Academic and Provost

Revised:

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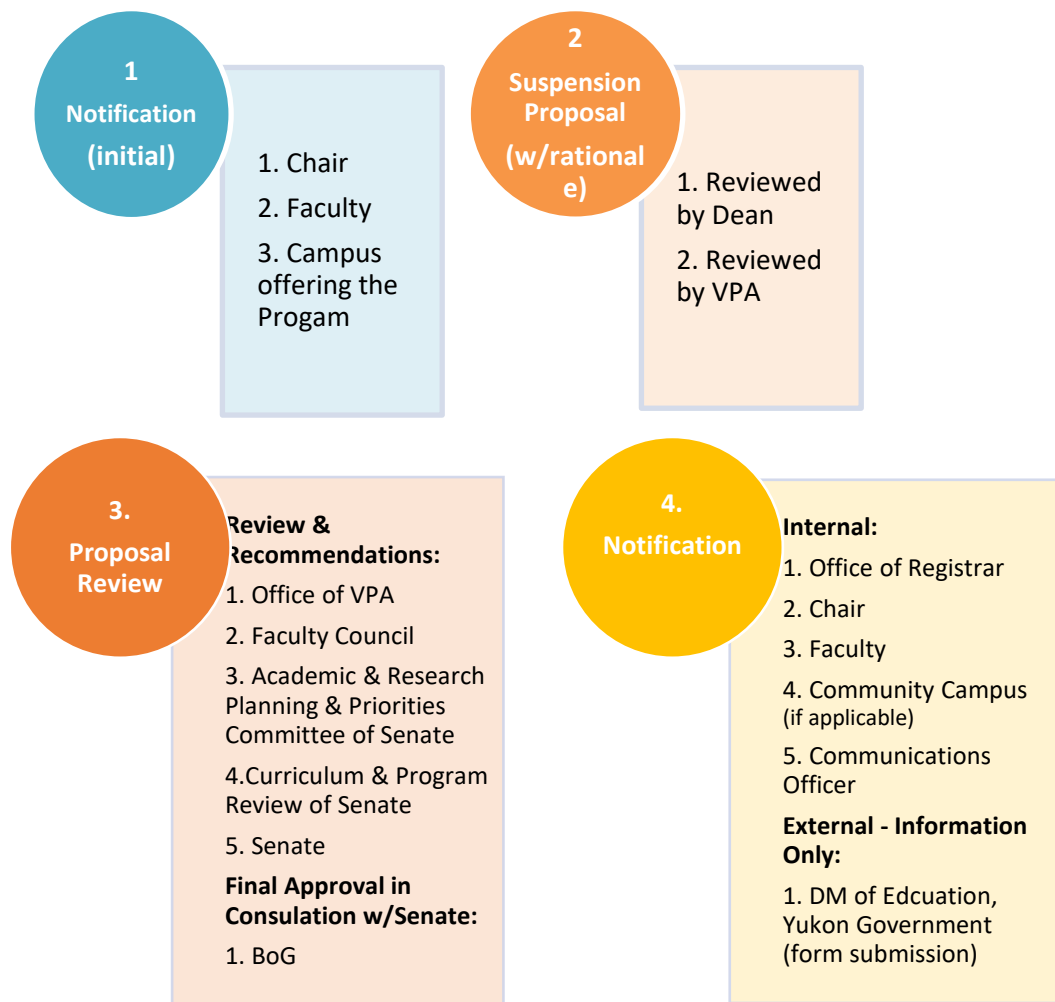
## Appendix A Overview of Proposal Sources



## Appendix B Overview of Procedures for Suspending a Program

Officially initiated by: VPA or Dean – see detailed information & procedural requirements (above).

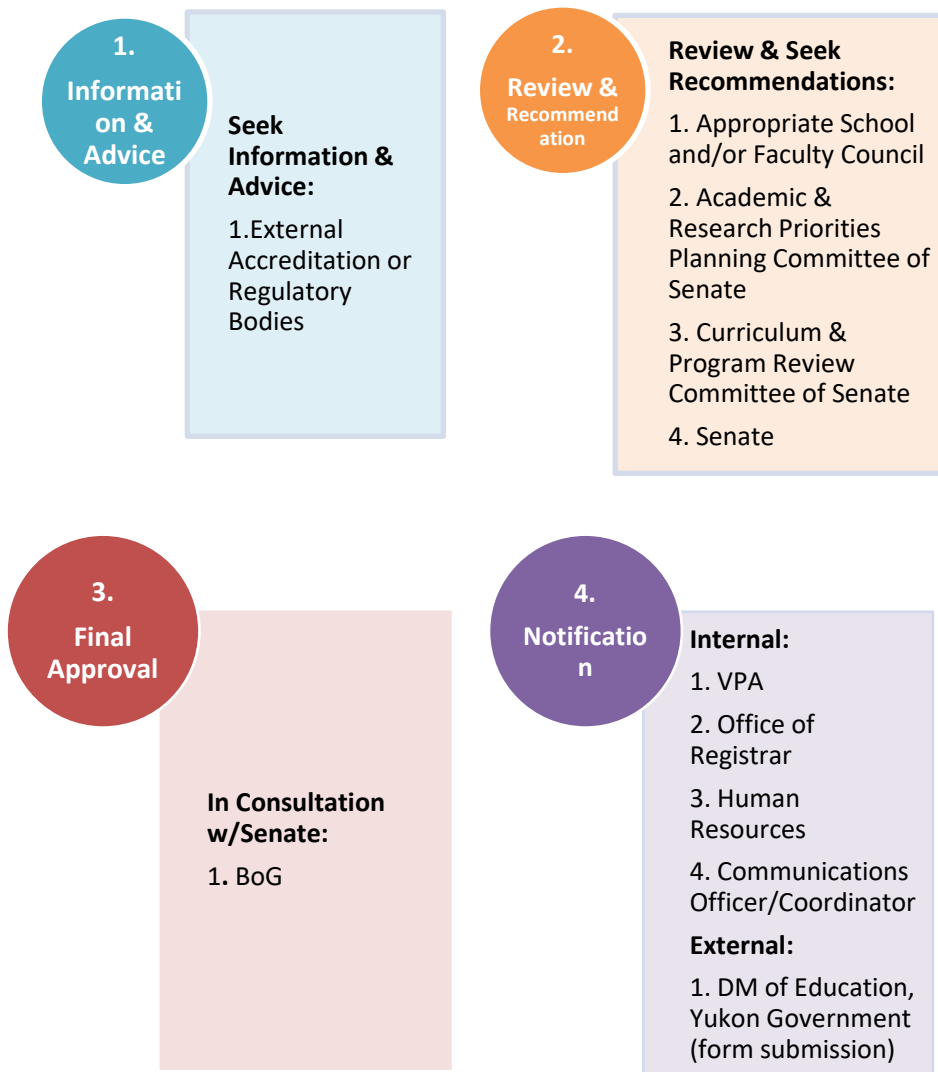
All proposals to suspend academic programs must undergo a review, approval, and receive notification, as specified below.



## Appendix C Overview of Procedures for Cancelling a Program

Officially initiated by: VPA or Dean – see detailed information & procedural requirements (above)

All proposals to cancel academic programs must undergo a process of review, approval, and receive notification as specified below.

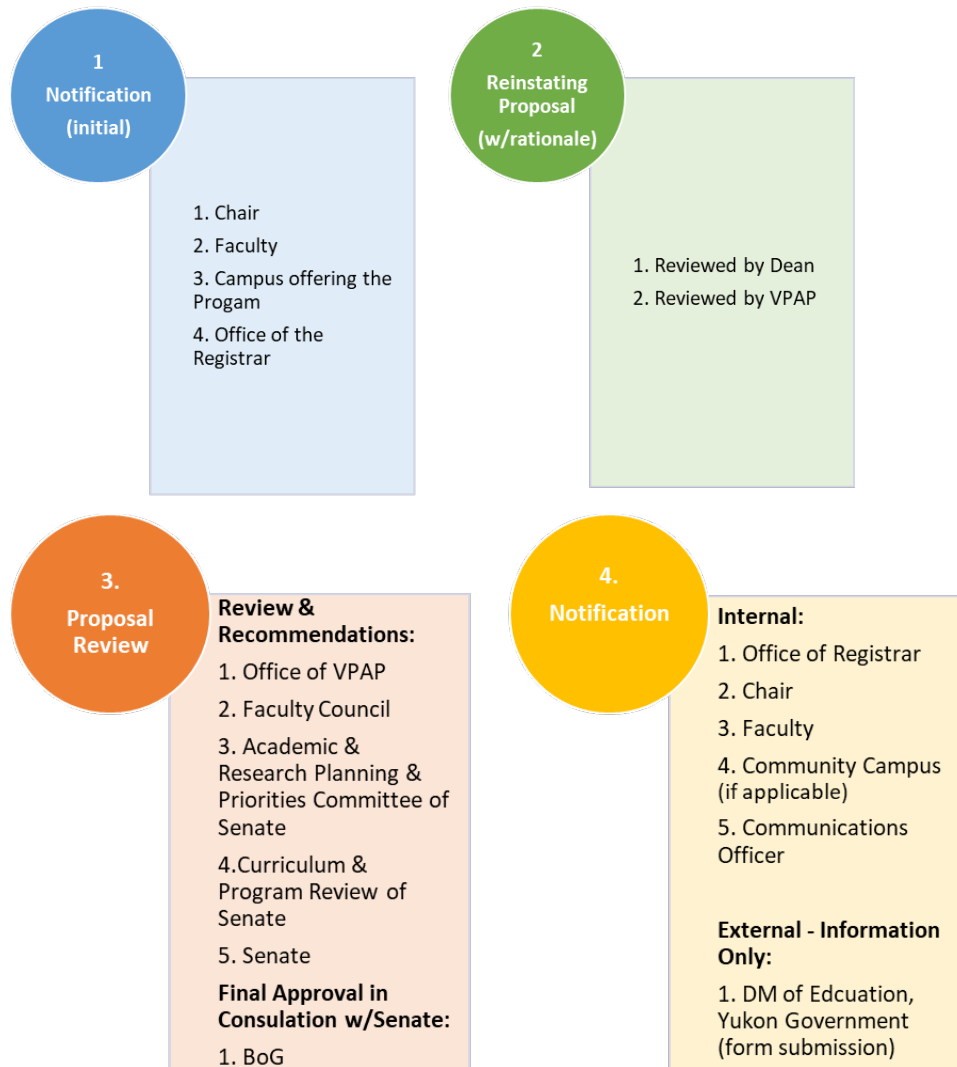


## Appendix D

### Overview of Procedures for Reinstating a Program

Officially initiated by: VPA or Dean – see detailed information & procedural requirements (above).

All proposals to reinstate a suspended academic program must undergo a review, approval, and receive notification, as specified below.



## Appendix E

### AP 4.3 – Academic Program Suspension, Reinstatement and Cancellation Proposal Form

**Proposal for** Choose an item.

<b>Meeting:</b>	Choose an item.		
<b>Meeting Date:</b>	February 16, 2022		
<b>Agenda Item</b> (as per the agenda):			
<b>Purpose:</b>	Information <input type="checkbox"/> Discussion <input type="checkbox"/> Recommendation <input type="checkbox"/> Decision <input type="checkbox"/>		
<b>Prepared by:</b>		<b>Approved by:</b>	

### Issue

The following proposal responds to prompts in AP 4.2: Procedures for the Suspension, Reinstatement, and Cancellation of Academic Programs as well as the guiding questions for the Academic and Research Planning and Priorities committee of Senate and the Curriculum and Programs Review committee of Senate (see Appendix B).

1. All impacted credentials and specific discipline or field of study

2. Location(s) of the program

Choose an item.

3. Faculty, Department, or School offering the program

Choose an item.

Choose an item.

4. Anticipated final date of Choose an item.

Click or tap to enter a date.

5. Reasons for program Choose an item.

## 5.1 Background

## 5.2 Labour market

## 5.3 Enrolment and graduation data

## 5.4 Staffing and budget impact

## 6. Plan for implementation of Choose an item.

### 6.1 For proposals to suspend only, proposed review date to reinstate or cancel the suspended program

Click or tap to enter a date.

### 6.2 Consultation with faculty and staff

Dates	Activity	Summary of Feedback

[Proposal may include a narrative summary of consultation process.]

### 6.3 Consultation with students

Dates	Activity	Summary of Feedback

[Proposal may include a narrative summary of consultation process.]

### 6.4 Plan for students-in-progress

*6.5 Consultation with related departments, schools, and programs*

Dates	Activity	Summary of Feedback

[Proposal may include a narrative summary of consultation process.]

*6.6 Impact of reorganization on cognate disciplines*

*6.7 Timeline of implementation activities*

Dates	Activity

7. For proposals to suspend only, draft calendar and program webpage information regarding the program suspension

8. Institutional contact

9. Implications for 3<sup>rd</sup>-party-funded programs

10. Legal implications



## 11. Proposed motion

Be it moved that [include wording of proposal]

### Appendix A – Course List

### Appendix B - Guiding Questions for Academic and Research Planning and Priorities Committee of Senate (ARPP) and Curriculum and Programs Review Committee of Senate (CPRC).

ARPP focuses on financial and strategic components of program establishment, modification, discontinuance, and suspension of programs.	CPRC focuses on the student, academic, and program impact of program establishment, modification, discontinuance, and suspension of programs.
<ol style="list-style-type: none"> <li>1. What duration will a program be discontinued or suspended?</li> <li>2. How does the proposal fit into the university achieving its strategic directions?</li> <li>3. How does the proposal financially affect the university, faculty, and or/ school?</li> <li>4. What is the implication for other programs?</li> <li>5. Does the proposal require new teaching resources?</li> </ol>	<ol style="list-style-type: none"> <li>1. What is the timeline for the proposal?</li> <li>2. How many students are in associated courses and programs (domestic/international)?</li> <li>3. Where do these students stand in the program?</li> <li>4. What courses are included in this program?</li> <li>5. Would courses be moved to another area or program?</li> <li>6. What has been communicated to students?</li> <li>7. How does this proposal impact other programs (do other programs use these courses)?</li> <li>8. Is documentation provided to support the proposal (e.g., program review, program, and services review)</li> </ol>