

1.41 Program Cancellation Policy

Coquitlam College may review a program to determine its discontinuation. The discontinuation of a program will involve Senior Administration and a consultative process with Department Heads and the Academic Council. The Principal/Vice-Principal Academic of the College will approve discontinuation after discussions with Senior Administration and after receiving recommendations from the Academic Council.

The College shall take the discontinuation of a program as a serious matter and will provide clear rationale for discontinuing a program. While not a complete list, decisions for discontinuing a program may include: capacity and resources; student demand for the program; quality of program or its contravention of the College's mission statement; financial concerns or hardship.

If a program is discontinued, the College has a clear plan to protect students who are enrolled in the program. Under the direction of the Senior Administration and with the advice of the Academic Council, the College will communicate program discontinuation as well as the timeline and transition plan the College will utilize to protect students.

The plan will prohibit new students from applying to the program and then gradually remove the courses no longer required by students to complete the program. If possible, the College will continue to operate and offer courses until all students registered in the program complete the program or find alternative arrangements for their studies.

The College will work with students to facilitate their movement to other institutions or work with students to maximize course transfer in order to expedite program completion. The College will use all its means to assist students in completing the program once its discontinuation is announced.

Senior Administration and the Academic Council will be responsible for recommendations and transition plans. The Principal/Vice-President Academic will be responsible for presenting this information to the Board of Governors, who will make a final decision on the cancellation of a program.

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