

## POLICY AND PROCEDURES

<b>POLICY NAME:</b> Program Cancellation	<b>POLICY NUMBER:</b> 2.4.4	<b>CATEGORY:</b> Academic
<b>RESPONSIBLE EXECUTIVE:</b> President	<b>APPROVAL AUTHORITY:</b> Senior Leadership Team (with recommendation from Academic Council)	<b>EFFECTIVE DATE:</b> October 6, 2020
<b>NEXT FULL REVIEW DATE:</b> October 5, 2025	<b>REVISED:</b> October 24, 2023	<b>REPLACES:</b>

### **PURPOSE**

This policy sets out the process for the cancellation of programs at Coquitlam College (the College).

### **SCOPE**

This policy applies to all College programs that offer a post-secondary credential.

### **POLICY STATEMENTS**

1. The College takes the cancellation of a program very seriously, and will work to minimize the impact on students, staff and the overall welfare of the institution.
2. The Board of Governors approves program cancellations and will provide a clear rationale for its decision.
3. The cancellation of a program will be communicated to all affected stakeholders, including but not limited to students, staff or the government, as soon as possible after a decision is made.
4. The College will make every effort to provide students with the opportunity to complete the program in which they enrolled. In an exceptional circumstance where this may not be possible, the College will assist affected students in enrolling in the same program offered by another institution.

### **Procedures**

1. The College will consider the cancellation of a program, based on a number of factors including but not limited to:
  - information contained in annual program reviews
  - information contained in comprehensive program reviews
  - capacity and resources
  - student demand for the program
  - program quality
  - a change to the College’s mission or vision
  - financial concerns or hardship
  - directives from the Ministry of Advanced Education, Skills & Training

## POLICY AND PROCEDURES

2. The recommendation to cancel a program will be submitted to the Board of Governors by the Executive Committee. The recommendation will be based on:
  - a. consultation with Department Heads and instructors in the program area
  - b. discussion with external review committees, articulation bodies, or provincial agencies, as applicable
  - c. meetings with staff members who may be impacted by the decision
  - d. a review and recommendation from the Academic Council

### **Transition Planning**

3. Senior Administrators will begin discussions regarding transition plans as soon as a program is under consideration for cancellation.
4. Once a decision is made to cancel a program, the College will communicate the decision, timeline and transition plan to all students in the program.
5. Registration in the program will immediately stop.
6. Students currently enrolled in the program will be provided with a plan to teach out their remaining courses or, in the event that the College is unable to provide required courses for students, will be given alternatives for completing their credential.
7. The College will work with students to facilitate their movement to other institutions and to maximize course transfer.

### **DEFINITIONS**

Program: Any certificate, diploma or associate degree offered by the College.

### **Related Documents**

None