

Recommendation to [Suspend/Cancel]

[Credential Type] in [Name of Program]

School of [Name]

Office of the Vice President, Academic

[Day Month Year]

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| [Template dated: September 2018]  [BEFORE YOU BEGIN:  This template is aligned with the requirements for program suspension/cancellation, as outlined in [Policy 5405](http://www.bcit.ca/files/pdf/policies/5405.pdf) and [Procedure 5405-PR1](http://www.bcit.ca/files/pdf/policies/5405_pr1.pdf). The decision to suspend or cancel a program is preceded by a 30-day consultation period and information gathering with the stakeholders, and takes into consideration required elements of qualitative and quantitative program performance and evaluation data. This template guides the documentation of the key issues driving the recommendation, impact, consultation, and transition/teach out plan, etc. as outlined in Policy 5405 and Procedure 5405-PR1.  The text in the square brackets indicates guidelines for completing this document. Delete and/or replace this text as you work through the document. Keep the text that is not in the square brackets.  Make sure you update the date on the cover with each revision so everyone involved knows they are working on the most recent version.  The school dean submits the completed document to the Vice President Academic Office for consideration.] |

## Recommendation for Suspension or Cancellation

[Identify whether this is a recommendation for program suspension or cancellation and change title as appropriate. State the name of the School and the full credential and name of the program affected.]

## Key Issues/Rationale

[Identify the key issues/rationale driving this recommendation (for example, a change in institutional mandate, resource constraints, poor program performance, etc.)]

## Summary of Consultation

[Summarize the consultation process, providing details of stakeholder participation and input (including alternative suggestions put forward), and impact this had on the final recommendation.]

## Summary of Alternatives Considered

[Briefly summarize alternatives to suspension or cancellation that were considered but not recommended, and provide rationale.]

## Impact on Stakeholders

[Identify the impact of the recommendation on students, faculty, other stakeholders, and resources (e.g. facilities, operating costs, capital expenditure, lost tuition, etc.). For programs that receive targeted funding, ensure appropriate consultation with funding source(s) and identify plans for funding.]

## Teach-out Plan

[Describe the teach-out plan for existing students to complete their credential, with the goal of minimizing impact on current students.]

## Transition Plan

[Describe the transition plan for other affected stakeholders (beyond students), particularly faculty.]

[List any courses that will no longer be offered at the Institute as a result of this suspension/cancellation, and identify timeframes.]

[Identify any dedicated spaces allocated to this program and proposed future use of those spaces.]

## Communication Plan

[Summarize the communication plan to ensure all stakeholders are fully informed. Internal stakeholders that should be informed include, as appropriate: faculty, staff, faculty/management in service teaching departments, Human Resources, Labour Relations, Student Financial Aid, Registrar’s Office, Program Advising, Admissions, Marketing & Communications, etc.]

## Implementation Plan

[Summarize the key next steps, financial implications, and the timing of the recommendation.]

[For VPA level approvals of program suspensions and cancellations, please include the following approval section (delete for Board level approvals):

## Vice President Academic Approval

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Tom Roemer, VP Academic Date