
Program Suspension and Cancellation

Policy No.:	5405
Category:	Education
Approving Body:	Board of Governors
Executive Sponsor:	VP Academic
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Policy Statement

BCIT offers a wide variety of programs ranging from certificates to Master's degrees, and conducts applied research to enhance the learner experience and advance the state of practice.

BCIT faculty and staff regularly evaluate courses and programs for quality and relevance. Individual program performance measures or resource requirements, in addition to changes to the Institute's educational mandate, educational priorities, planning requirements, or resource allocation may necessitate the suspension or cancellation of certain programs.

This policy and accompanying procedure provide guidelines for an orderly, consultative, and transparent process by which the Institute determines the need for program suspension or cancellation. Programs will be cancelled by the same approval body that approved the program.

For students currently registered in a cancelled or suspended program, BCIT will provide a reasonable opportunity to complete the program.

Purpose of Policy

This policy acts in support of the Institute's Strategic Plan, enabling BCIT to achieve its goals and objectives.

The purposes of this policy are to:

- Communicate the principles involved in and the criteria for prioritizing resources that may lead to the suspension or cancellation of programs.
- Ensure program suspension and cancellation decisions are made in a respectful, timely, and considerate manner.
- Establish the duties and responsibilities of the various BCIT employees and bodies involved in program suspension and cancellation.
- Guide the decision making process of program suspension and cancellation
- Communicate the criteria for establishing a "teach-out plan" for programs that are at risk of suspension or cancellation.

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Who This Policy Applies To

This policy applies to BCIT employees and Board members involved in program suspension or cancellation

Related Documents and Legislation

BC Ministry of Advanced Education:
BC College and Institutes Act

Definitions

Cancellation

The cancellation of a program occurs when a program is no longer offered by the Institute and is removed from the list of program offerings.

Program

A specific set of courses approved by BCIT's Education Council and Board of Governors which lead to a BCIT credential, including all options of a program. The term applies to approved certificates, diplomas, bachelor degrees, and master's degrees.

Faculty

"Faculty" refers to both regular and temporary "Vocational Instructors" as referenced in the BCGEU Instructional Unit Collective Agreement and regular and temporary teaching "Faculty" as referenced in the BCIT Faculty and Staff Collective Agreement.

Stakeholders

- Students accepted and enrolled in the program
- Faculty, auxiliary and assistant instructors delivering the program
- Management responsible for the program
- Support and technical staff in program area
- Relevant bargaining agent and Human Resources representatives
- Board of Governors and Education Council
- External groups such as alumni, the community, industry, program advisory committee (PAC), government ministries, etc.

Suspension

Program suspension is intended as a temporary measure and occurs when admission to a program is suspended prior to a program not being offered for one or more intake(s).

Teach-out Plan

A Teach-out Plan is a written plan developed by the teaching department that provides for the equitable treatment of students if the institution suspends or cancels a program before all registered students have completed their program of study. It may include, if required by the institution's accrediting agency, a teach-out agreement between institutions.

Scope and Limits of this Policy

This policy applies to all BCIT programs that lead to a credential, and does not apply to non-credited programs.

Philosophy

BCIT is committed to offering programs of high quality and standards, which begins with a rigorous program development and approval process (Policy 5401 and Procedure 5401-PR1), and the regular and systematic review of all existing programs (Policy 5402 and Procedure 5402-PR1). Furthermore, BCIT faculty and staff are expected to maintain a professional commitment to program quality and student success; regularly evaluate courses and programs through various means; and act to improve quality whether or not a formal review has been conducted.

This policy and procedure reflects the Institute's commitment to ensure that resources are used to meet the goals and objectives of the Institution as efficiently and effectively as possible; meet the needs of students; and prioritize resource allocations between existing and proposed programs of study.

All program suspension and cancellation decisions will take into account the mission, vision, mandate, and strategic operating plan of the Institute in addition to specific program performance measures.

Guiding Principles

The decision to suspend or cancel a program is preceded by consultation and information gathering with the stakeholders, and takes into consideration required elements of qualitative and quantitative program performance and evaluation data.

- Program suspension and cancellation decisions are made in a respectful, timely, and considered manner.
- Suspension or cancellation must minimize the impact on current students. A Teach-out Plan will be developed to allow students in a program to complete their studies.
- Suspension of a program does not necessarily lead to cancellation.
- Within two years after a program has been suspended, a review will be conducted by the dean to determine if the program should be unsuspended, cancelled, or in extenuating circumstances, have the suspension extended for not longer than 2 additional years.

Criteria for Decision Making

A program may be considered for suspension or cancellation for a number of reasons, and the following criteria should inform the decision (in no order of priority):

- The advice sought and received by Education Council
- Institutional Mandate, Vision, Goals, and Strategic Plan
- Financial effectiveness
- Student demand
- Graduate employment data
- Labour market demand
- Program's relationship to other programs
- Alternate program providers
- Recommendation from the program area; or
- Any other criteria the Board considers relevant

Duties and Responsibilities

1. Dean

- a) Ensures appropriate information gathering, consultation, transition planning, teach-out plan, and communication have occurred.
- b) Submits the recommendation including the impact on students, faculty, and resources; the transition plan; and teach out plan for the suspension or cancellation of the program to the VP Education, Research, and International.
- c) Ensures the process, consultations, and documentation are in accordance with this policy and accompanying procedure.

2. Vice President Academic

- a) Ensures the process, consultations, and documentation are in accordance with this policy and accompanying procedure.
- b) Approves program suspensions in accordance with this policy and accompanying procedure.
- c) Reviews the dean or director recommendation for program cancellation and makes recommendations for program cancellation to Education Council and the Board of Governors.

3. Education Council

- a) Ensures the process for program cancellation has been followed and provides advice to the Board of Governors as required.

4. Board of Governors

- a) Considers the recommendation of the VP Academic, seeks and considers the advice from Education Council, and renders the final decision as per the *BC College and Institute Act*.

Procedures Associated With This Policy

5405-PR1, Program Suspension and Cancellation

Forms Associated With This Policy

None

Amendment History

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| 1. Created | 2014 Jun 04 |
| 2. Revision 1 | 2018 Jan 24 |

Scheduled Review Date

2023 Jan 24