

<b>Procedure Title</b>	Academic Program Review, Suspension, and Cancellation Procedure
<b>Procedure Holder</b>	Vice President Academic
<b>Procedure Approver(s)</b>	Senior Team
<b>Related Policies</b>	Ch5-s6-02 Academic Program Review, Suspension and Cancellation Policy Ch5-s6-01 Program Review Policy Ch5-s6-08 New Program Development Policy
<b>Related Procedures</b>	N/A
<b>Appendices</b>	
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	2025-Nov-01
<b>Next Review Date</b>	2030-Nov-01

## Purpose

This procedure outlines the processes for the review, suspension, and cancellation of academic programs at Confederation College, ensuring alignment with the College's commitment to program quality, student success, community and labour market needs, and compliance with Ministry of Colleges, Universities, Research Excellence and Security (MCURES) guidelines.

## Scope

This procedure applies to all academic credit programs offered at Confederation College. Separate procedures may apply to non-credit programming.

## Definitions

**Annual Program Review (APR):** an annual cycle beginning every May to support continuous program improvement, compliance with quality assurance standards, and the identification of areas for potential program revitalization.

**Comprehensive Program Review (CPR):** A comprehensive, facilitated review process conducted every five to seven years to evaluate, improve, and enhance existing programs. This process incorporates evidence-based revisions to curriculum, delivery methods, and other program components based on the findings of the review.

**Financial Program Review (FPR):** A review conducted for programs demonstrating consistent negative contributions, aiming to develop a plan for achieving long-term financial sustainability.

**Program Health Criteria:** Key indicators used to determine the overall health and viability of a program, such as exceptional student experience, enrolment management, and financial contribution.

**Suspension:** A temporary halt to admissions for a specific program intake or an entire program offering (no future intakes planned).

**Cancellation:** The permanent termination of a program offering, with no further student intake.

**Teach-Out Plan:** A structured plan outlining the pathway for currently enrolled students to complete their program in the event of a suspension or cancellation.

## Governing Laws and Regulations

Ontario Colleges of Applied Arts and Technology Act, 2002

Minister's Binding Policy Directive on the Framework for Programs of Instruction

Minister's Binding Policy Directive - Program Suspension and Cancellation: Operating Procedure

Ontario College Quality Assurance Service (OCQAS) Standards and Requirements

## Procedure Statements

### 1. Annual Program Review (APR)

- 1.1. **Initiation:** The Registrar's Office - Institutional Research and Planning, in consultation with the Vice President Academic, will initiate the APR process annually in May by creating the Program Health Checklist for each academic program and distributing them to the respective Deans.
- 1.2. **Data Collection & Analysis:** The Registrar's Office - Institutional Research and Planning will collect and analyze relevant data for each program, including enrolment trends, graduation rates, student and employer satisfaction, financial performance, and other key performance indicators (KPIs). This data will be compiled in a comprehensive data package for each program.
- 1.3. **Program Review Meetings:** Academic Leader will distribute the data packages and Program Health Checklists to Program Coordinators in May. Program Coordinators will lead program review meetings with faculty and staff to review the data, discuss program strengths and areas for improvement, and identify potential areas for program modification or revitalization.

- 1.4. **Program Improvement Plans (PIPs):** Based on the review findings, Program Coordinators will develop Program Improvement Plans (PIPs), outlining specific actions to address identified areas for enhancement. PIPs will include timelines, responsible parties, and expected outcomes.
  - 1.5. **Dean and Coordinator Approval:** Coordinators and Deans must sign off on all APRs and PIPs by June 30th and submit them to the Registrar's Office - Institutional Research and Planning.
- 2. Comprehensive Program Review (CPR)**
- 2.1. **Identification & Scheduling:** The Vice President Academic, in consultation with Deans and the Registrar's Office-Quality Assurance, will identify programs for CPR based on the Program Health Checklist, APR findings, the cyclical review schedule, and other relevant factors. The annual Strategic Enrolment Management plan will outline the scheduled programs for CPR.
  - 2.2. **CPR Process:** CPR will be conducted according to a detailed process outlined in the Comprehensive Program Review Handbook, including internal and external stakeholder engagement, data collection and analysis, and the development of a comprehensive report with recommendations.
  - 2.3. **Recommendations:** CPR recommendations may include program enhancements, curriculum revisions, resource allocation adjustments, or potential program revitalization.
  - 2.4. **Approval and Implementation:** The CPR report will be submitted to the Vice President Academic for review and approval. Approved recommendations will be incorporated into the program's planning and implementation processes.
- 3. Financial Program Review (FPR)**
- 3.1. **Initiation:** The Dean will initiate a FPR for programs demonstrating repeated negative contributions as identified through the APR process.
  - 3.2. **Review Team:** A review team generally consists of the Dean, Program Coordinator, regional and international representatives as needed, and a member from the finance department will be established to conduct the FPR.
  - 3.3. **Financial Analysis and Recommendations:** The FPR team will conduct a detailed financial analysis of the program, identify contributing factors to the negative contribution, and develop recommendations for improvement. The goal is to outline a path towards long-term financial viability.

3.4. **Reporting and Implementation:** The FPR report, including recommendations, will be submitted to the Vice President Academic for review and approval. Approved recommendations will be incorporated into the program's planning and budgeting processes.

#### 4. Program Suspension and Cancellation

4.1. **Program Identification:** Programs may be identified for suspension or cancellation based on a variety of factors, including but not limited to:

- student demand and impact.
- community needs.
- employment trends and employer needs.
- new program development needs and opportunities.
- program cost and sustainability.
- perceived or actual competition or redundancies with other college programs.
- educational pathways.
- collective agreement provisions.
- availability of qualified faculty.
- space and resource implications.
- program quality assurance.
- the College's program mix; and
- alignment with the College's strategic priorities.

#### 4.2 Consultation and Decision-Making:

- The Vice President Academic will consult with the Academic Leader(s), Registrar, Program Coordinator, and relevant stakeholders to gather input and assess the program's viability.
- A recommendation for program suspension or cancellation will be presented to the Senior Team for review and decision.

#### 4.3 Suspension Plan:

- For programs approved for suspension, the Vice President Academic will develop a suspension plan outlining the suspension timeframe, communication strategies, teach-out plan for currently enrolled students, and potential pathways for future program reinstatement.
- The suspension plan will be communicated to the Board of Governors for approval.

#### 4.4 Cancellation Plan:

- For programs approved for cancellation, the Vice President Academic will develop a cancellation plan outlining the permanent termination of the program, communication strategies, a comprehensive teach-out plan for all currently enrolled students, and procedures for program closure.
- The cancellation plan will be communicated to the Board of Governors for approval.

**4.5 Teach-Out Plan Development and Implementation:**

- The Academic Leader(s), in collaboration with the Program Coordinator and faculty, will develop a teach-out plan for currently enrolled students, outlining the process for completing the program within a reasonable timeframe. The teach-out plan will be communicated to affected students and stakeholders.

**4.6 Notification and Communication:**

- The Registrar's Office will notify affected applicants and students regarding the suspension or cancellation, providing guidance on alternative program options and support services.
- The Academic Leader will notify relevant stakeholders, including faculty, staff, Program Advisory Committees, and industry partners.
- The President's Office will formally notify the MCURES regarding the program suspension or cancellation, following established reporting procedures.

**5. Ministry Reporting and Re-activation:**

5.1. **MCURES Notification:** The College will inform the MCURES in writing of all final decisions to permanently suspend Ministry-funded programs.

5.2. **Program Re-activation:** To re-activate a suspended program, the College must submit a new funding approval application to the MCURES, following established procedures.

5.3. **Dormant Programs:** The MCURES will monitor dormant programs, and programs inactive for five years will be automatically cancelled. Colleges can provide updated program status to prevent automatic cancellation.

**Roles and Responsibilities****Board of Governors**

- Approves recommendations for program suspensions and cancellations.

**Senior Team**

- Approves intake suspensions.
- Reviews and endorses recommendations for program suspensions and cancellations before submission to the Board of Governors.

**Vice President, Academic**

- Oversees the implementation of this policy and associated procedures.
- Reviews proposals from Academic Leaders and presents recommendations to the Senior Team.
- Ensures timely and effective communication of program decisions to the College.

Academic Leaders (e.g. Dean, Associate Dean, Director, Chair, Manager, etc.)

- Review and analyze relevant data, consult Program Coordinators and Stakeholders, and develop transition plans.
- Submit suspension or cancellation recommendations and transition plans to the Vice President, Academic.
- Notify affected faculty, staff, and students in accordance with procedures and collective agreements.

Office of the Registrar

- Notifies affected applicants of program suspensions or cancellations.
- Manages and updates program records.

Employees

- Understand and comply with the requirements of this policy

## Non-Compliance

Failure to comply with this policy may result in:

1. Ineffective allocation of resources hindering the college’s sustainability and strategic objectives.
2. Negative impact on program quality, student success, and graduate outcomes.
3. Potential sanctions or penalties from the, MCURES including program cancellation or funding reductions.

## Revision History

Version	Change	Author	Date of Change
2025Dec1	Provide clarity and remove reference to revitalization.	Aaron Skillen, Don Duclos & Shane Strickland	2025Dec1