Procedures
for Program Suspension and Discontinuance

Appendix to Policy 222

Academic Planning and Priorities Committee

Last revised: April 2024
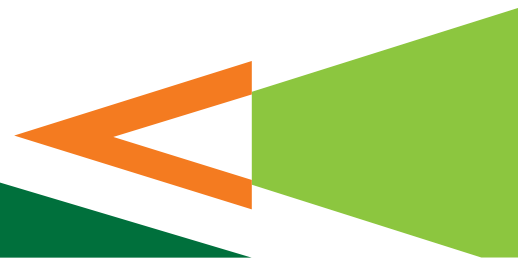
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Section 1 - Introduction

The Program Suspension and Discontinuance policy (222) guides the transparent and accountable suspension and discontinuance of academic programs at the University of the Fraser Valley. The policy applies to all undergraduate and graduate programs; excluding all non-credit continuing education programs and a specific focus embedded within a program (e.g., a concentration within a major). This policy does not apply to adjustments in the number or location of course offerings as part of the ongoing management of program delivery.

The procedures and templates in support of this policy will, with consultation from the PDQA office, be developed and maintained by the Chair, Vice-chair and APPC assistant; communicated to APPC; and published on the UFV website.

These procedures describe the process and standard of evidence that the University of the Fraser Valley (hereafter "the University" or "UFV") employs to determine the suspension, discontinuance, or reinstatement of a program of study.

Submission guidelines

Typically, a proposal for program suspension or discontinuance will be initiated by the Dean of the relevant area. A request to consider program discontinuance, suspension, or reinstatement may also come from the Provost or the Academic Planning and Priorities Committee (APPC) based on results from formal university review processes.

Program suspensions, discontinuances, and reinstatements can be submitted at any time and must coincide with committee approvals and other UFV deadlines, such as Admission, Academic Calendar, etc. Submission deadlines may be subject to change at any time (see sections below for deadlines). Areas must also be attentive to admission application start dates and it is best to submit requests as early as possible, in the event of unexpected delays. Whenever possible, decisions to discontinue or suspend programs will take place within the academic planning processes of the UFV Plans, including the Integrated Strategic Plan.

Note: Program suspension for two years is recommended (with a possible extension) to allow time for the course and program approval processes when program revisions are expected. Deadlines may be tight, please connect with the Academic Calendar Editor and Admissions office for timelines.

Timelines

The annual Academic Calendar (ufv.ca/calendar) is the official source for all approved courses and programs. All changes to programs must be published in the calendar prior to implementation. There are other areas within the Office of the Registrar that must be notified to implement these changes, such as admissions, myGradplan, and Banner. Changes should be submitted as early as possible to avoid missing these deadlines.

Minimum timelines

The approximate time required from faculty/college recommendation to final approval are:

- Program discontinuance: 4-5 months
- Program suspensions: 3-4 months
- Program reinstatement: 2-3 months

Principles

The following principles guide the program suspension/discontinuance/reinstatement processes:

Program Rigour: Program suspension/discontinuance/reinstatement ensures academic relevance, currency, and response to student needs and the educational environment.

Transparency: The review and approval processes are consultative, based in peer review, and communicated clearly.

Accountability: The decision to discontinue a program is consistent with appropriate stewardship of resources and the meeting of community expectations.

Compliance with Recognized University Processes: The consultation and approval process comply with policy Program Suspension and Discontinuance (222).

Definitions

APPC: Academic Planning and Priorities Committee

AVP RGS: Associate Vice-President, Research, and Graduate Studies

Budget Office: Director, Budgets and Resource Planning

Communication Plan: How the program suspension, discontinuance, or reinstatement will be communicated to all stakeholders

Consultation: Seeking of input and opinions

GSC: Graduate Studies Committee

Implementation Plan: Course of action by a department or program during suspension or reinstatement to either review and reinstate or discontinue a program

PDQA: Program Development and Quality Assurance

Program: A set of courses and associated requirements offered as a credential (e.g., a certificate, diploma, degree, etc.) or as a defined area of study within a credential (e.g., a major, minor, honours, specialization, etc.)
   These procedures do not apply to:
   - a specific focus embedded within a program (e.g., a concentration or specialization within a major), which is treated as a program revision under the Undergraduate Course and Program Approval policy (21) or Graduate Course and Program Approval policy (209)
   - all non-credit continuing education programs
   - adjustments in the number or timing of program intakes during an academic year or the scheduling or location of courses offered in a program that are part of the ongoing management of program delivery

Program Discontinuance: Elimination of the offering of a program

Program Suspension: Temporary cancellation of the intake of new students into a program for one or more academic years

Reinstatement: Resuming enrolment and delivery of a suspended program

Transition Plan: Plan outlining how the program will ensure student transition through the existing program or transition to a new credential

UEC: Undergraduate Education Committee

Work Plan: How the suspension time will be used to address to reasons for suspension

Additional resources

Memo Templates: Contact pdqa@ufv.ca

Main page: https://www.ufv.ca/program-development/

Program Suspension and Discontinuance (222): https://www.ufv.ca/secretariat/policies/

Procedures for undergraduate program changes: ufv.ca/senate/standing-committees/uec/uec-resources/program-changes/

Procedures for graduate program changes: ufv.ca/graduate-studies/faculty-and-staff-resources/forms-guidelines/
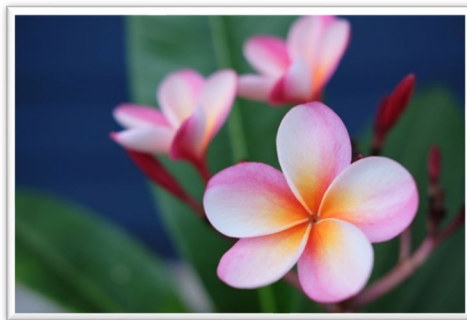
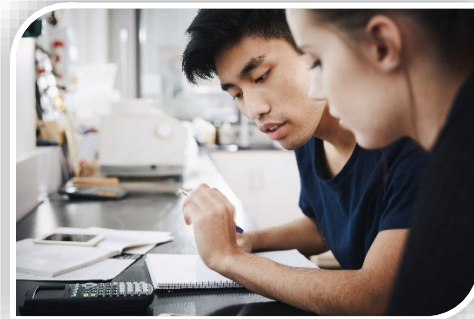# Section 2 - Program Discontinuance

Program discontinuance forms part of an ongoing process of program revision and renewal. Proposals can be submitted at any time but should allow for at least four months lead time. Areas must be attentive to when applications are open. Effort should be made to time submission, review and approval of a proposal for discontinuance to align with UFV deadlines, such as admissions and the Academic Calendar.

Note: Choose program suspension if more time is needed to consider a program discontinuance.

Based on outcomes from the UFV program review process, APPC may recommend that either or both the Provost and/or Dean examine the quality and viability of a specific program for the purpose of discontinuance.

Once a program is discontinued, the program no longer has status as an approved program at the University of the Fraser Valley. PDQA will remove discontinued programs from the program review 10-year schedule. Any proposal to reinstate the program will be considered a new program under the Undergraduate and Graduate Course and Program Approval policies (21 and 209).

Decisions regarding the discontinuance of programs at UFV will take into consideration UFV's academic plans (e.g., Integrated Strategic Plan, SEM plan, etc.), implications to the BC education system, the UFV community, Collective Agreement, and university values and ethics.

Procedures (minimum 4-5 months)

In cases where a program is discontinued, the University will honour its commitment to currently enrolled students, by providing pathways for completion where possible.

Program discontinuances must be approved by the January APPC meeting to be included in the September Academic Calendar and to allow sufficient notice for other implementation processes, if submitted earlier, a note can be added to indicate that the program is no longer available.

Note: To discontinue courses, please follow the Undergraduate or Graduate Course and Program Approval procedures.

1. Initiate

- A program discontinuance is typically initiated by the dean of the relevant area. A request to consider program discontinuance may also come from the provost; or from APPC based on results from formal university review processes, and if applicable, the AVP RGS
- If the program is currently in suspension, the discontinuance proposal must be submitted before the suspension period ends

2. Complete Proposal

- Dean or program area completes the proposal
- Documents required: memo (sample template provided); and supporting documents, if applicable (see Proposal Components section below for more details)

3. Consult with Areas

- Must include: department/school, Academic Advising, Faculty/College Council, Budget Office, and, if applicable, the AVP RGS

4. Submission

- Dean submits to PDQA at pdqa@ufv.ca
- PDQA submits the proposal to the APPC (cc: provost, assistant to the provost, department head/director, other relevant assistants, and if applicable, the AVP RGS)
- APPC forwards the proposal and its recommendation along with supporting evidence, including the record of its deliberations to Senate for decision. Senate will advise the Board of Governors of its recommendation. The final authority rests with the Board of Governors. The provost will also notify the Academic Advising, Office of the Registrar, UEC/GSC, and APPC of the decision and effective date.

5. Execute Communication Plan

- After Board approval, the Dept Head/Director executes the communication plan as soon as possible.
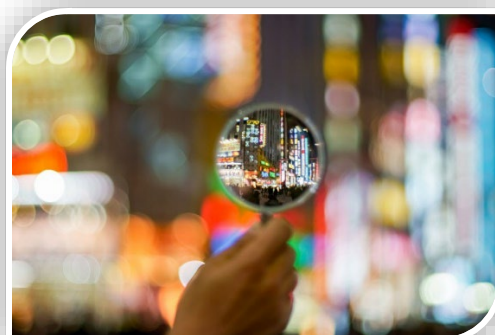
Proposal Components - Program Discontinuance

Memo template available.

| 1. Program Info | Further program information (credential, etc.) |

| 2. Effective date | Semester the program discontinuance would take effect |

3. Rationale

Note: If the credential here presented for discontinuance is being replaced by a new credential, with no impact on the criteria listed in this rationale section, please provide only a brief explanation here.

Decide to discontinue a program on a holistic assessment of the program in terms of all the variables, within a process with a broadly consultative and collegial process. APPC will assess the proposal according to the following five criteria. (Note that these criteria are not weighted or listed in order of priority.) The proposal should address as many of the specific aspects listed under each criterion that are relevant. General or contextual information relevant to the assessment of this proposal may be provided as well.

The rationale for program discontinuance will typically consider issues arising from the following categories:

Section A. Demand - What is the current demand for the program?
Include information about:
- Student enrolment, domestic and international
- Graduation/completion rate; Employment opportunities for graduates;
- Whether the program serves an institutional demand (for instance, if program courses are required in another program or if it duplicates a similar program);
- Community or regional demand

Section B. Capacity – determined by a broad assessment of program inputs - What resources are currently available to deliver the program? Include information, as relevant, about:
- Faculty and staff
- Capital equipment
- Facility infrastructure
- Course offerings

Section C. Program Output – What is the program delivering? Including graduation, quality, and performance in terms of both key performance indicators and a summative assessment of the program's contribution to the strategic directions of the university. Consider:
- Number of graduates;
- Contribution to the university's mandate, strategic directions, strategic plans, institutional learning outcomes;
- Meeting the program's own goals, objectives, or outcomes; Students' engagement and success;
- Opportunities for laddering; Research capacity and any ongoing research projects

Section D. Financial Impact/Viability – Provide a full accounting of both direct and indirect program revenue and costs. How efficient is the use of available resources?

Section E. Reputational Considerations for the University. Will discontinuance of this program affect current commitments? For instance, will it affect partnerships? Have external donors contributed to the program? Has UFV made a firm commitment to an external party to offer the program?

Proposal Components - Program Discontinuance -continued

4. Principles	The proposal should include evidence that the principles outlined in these procedures have been applied, and that the program has been assessed according to the criteria as outlined in rationale of the proposal.
5. Accommodation Plan	An accommodation and transition plan must be included in the proposal outlining how the existing students will transition through the existing program or to a new credential. When relevant, also include a plan for reallocation of any remaining program resources.
6. Communication Plan	The Department Head/Director, in consultation with the Dean and the Provost, will develop the communication plan which must be included in the proposal; and after approval, will execute the communication plan. The plan must include following areas including the approval and effective dates: ➢ existing students ➢ Office of the Registrar ➢ Academic Calendar Editor ➢ Undergraduate Education Committee (or Graduate Studies Committee) ➢ Academic Planning and Priorities Committee ➢ Academic Advising Centre ➢ University Relations (include Marketing) ➢ Faculty/College Councils affected ➢ others as needed ➢ external stakeholders, if relevant
7. Other relevant documents	Submit any relevant, supporting documents, for example, memo from the department.

Section 3 - Program Suspension

Students will not be able to apply to the program while it is in suspension, during which time the program is to be reviewed to determine its future. Program suspension proposals can be submitted at any time for a maximum of two academic years and may be renewed only once. Ideally, the decision will be made and communicated at least four months before the usual start date of the program. Areas must also be attentive to other UFV deadlines, such as admissions and the Academic Calendar.

Procedures (minimum 3-4 months)

To ensure UFV deadlines are met, program suspensions must be approved by the provost by March for fall semester, by September for winter semester, and by December for summer semester

1. Initiate

- Program suspension is typically initiated by the dean (and AVP RGS, if a graduate program), making note of the submission deadlines
- The provost or the APPC can also initiate

2. Complete Proposal

- Dean or program area completes the proposal
- Documents required: memo (sample template provided); and supporting documents, if applicable (see Proposal Components section below for more details)

3. Consult with Areas

- Must include: department/school, Academic Advising, Faculty/College Council, Budget Office, and, if applicable, the AVP RGS

4. Submission

- Dean submits to PDQA at pdqa@ufv.ca
- PDQA submits the proposal to the provost for review and decision (cc: assistant to the provost, department head/director, other relevant assistants, and if applicable, the AVP RGS)
- Provost reviews and responds with decision

5. Submit to Committees

- If approved, the provost submits a supporting memo with the proposal to the following committees for information: APPC, Senate, Board, and will also notify the Academic Advising, Office of the Registrar, and UEC/GSC, of the decision and effective date

6. Execute Communication Plan

- After approval, the dept head/director executes the communication plan as soon as possible and as stated in the proposal

7. Next Steps

- Before the end of the suspension period department head/director and dean decide whether to renew the suspension (see Section 4), reinstate the program (see Section 5), or discontinue the program (see Section 2)

Proposal Components - Program Suspension

Memo template available.

| 1. Program Info | Further program information (credential, etc.) |

| 2. Effective date | Semester the program suspension would take effect |

| 3. Length | The length of time the program is suspended for (up to two academic years); two years is suggested if revisions to the program are expected |

| 4. Rationale | Proposals to suspend admissions must clearly and concisely present the rationale with consideration to the following:
▸ insufficient resources
▸ low enrolment or demand
▸ declining employment opportunities for graduates
▸ curricular issues
▸ inability to provide appropriate educational environment and/or supports
▸ decline in quality or the inability to meet required program outcomes
▸ program review for renewal or restructuring |

| 5. Work Plan | Dean or program area drafts a work plan for how the suspension time will be used to address the reasons for suspension |

| 6. Consultation | Consultation must take place and evidence given prior to the recommendation being approved. When timelines and decisions are pressing, the consultation process may be abridged or expedited depending on the nature of the circumstances and the summary must include the following stakeholders:
➢ Department/School
➢ Academic Advising
➢ Faculty/College Council
➢ Budget Office
  ▪ short-term impact on space (both employee and instructional)
  ▪ short-term impact on operating budget and resources dedicated to the suspended program
➢ for graduate programs, the Associate Vice-President, Research, Engagement & Graduate Studies. |

| 7. Accommodation Plan | Proposals to suspend admissions must include a plan, where appropriate, to accommodate students who are already enrolled in the program, or to otherwise mitigate the effects of the suspension |

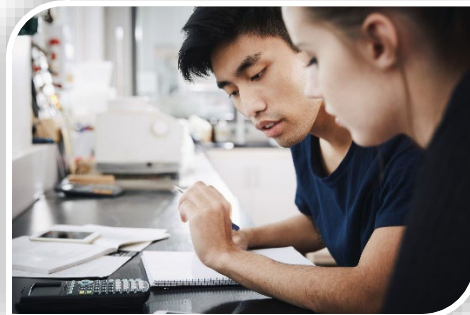Proposal Components - Program Suspension -continued

8. Communication Plan

The Department Head/Director, in consultation with the Dean and the Provost, will develop the communication plan which must be included in the proposal; and after approval, will execute the communication plan. The plan must include following areas including the approval and effective dates:
- existing students
- Office of the Registrar
- Academic Calendar Editor
- Undergraduate Education Committee (or Graduate Studies Committee)
- Academic Planning and Priorities Committee
- Academic Advising Centre
- University Relations
- Faculty/College Councils affected
- Others as needed
- external stakeholders, if relevant

9. Other relevant documents

Submit any relevant, supporting documents, for example, memo from the department.

Section 4 – Program Suspension Renewal

Suspensions may be renewed only once for a maximum of two years. Requests for program suspension renewals must be submitted before the end date of the first suspension

Procedures (minimum 3-4 months)

A decision to continue suspension should be made and communicated at least four months before the end date of the first suspension. Areas must be attentive to other UFV deadlines, such as admissions and the Academic Calendar. They share submission timelines with program suspensions: by March for fall semester, by September for winter semester, and by December for summer semester

1. Initiate

- Typically initiated by the dean, with, if applicable, the AVP RGS, before the initial program suspension period ends, noting the submission deadlines

2. Complete Renewal Memo

- Dean or program area completes the renewal memo (template provided) and collects any supporting documents, if applicable (see Memo Components section below for more details)

3. Consult with Areas

- Must include: department/school, Academic Advising, Faculty/College Council, Budget Office, and if applicable, the AVP RGS

4. Submission

- Dean submits to PDQA at pdqa@ufv.ca
- PDQA submits renewal memo to the provost for review and decision (cc: department head/director, assistant to the provost, other relevant assistants, and, if applicable, the AVP RGS)
- Provost reviews and responds with decision

5. Submit to Committees

- If approved, the provost will submit a supporting memo with the renewal memo to the following committees for information: APPC, Senate, Board and will also notify the Academic Advising, Office of the Registrar, and UEC/GSC, of the decision and effective date.

6. Execute Communication Plan

- After approval, the department head/director executes the communication plan as necessary

7. Next Steps

- Dean submits a proposal to either reinstate (see Section 5) or discontinue (see Section 2) the program before the end of the second program suspension

Memo Components - Program Suspension Renewal

Memo template available.

Component	Description
1. Program Info	Further program information (credential, etc.)
2. Effective date	Semester the program suspension would take effect
3. Length	The additional length of time the program is suspended for (up to two academic years
4. Rationale	To continue to suspend admissions, clearly and concisely present the rationale with consideration to the following: ▸ insufficient resources ▸ low enrolment or demand ▸ declining employment opportunities for graduates ▸ curricular issues ▸ inability to provide appropriate educational environment and/or supports ▸ decline in quality or the inability to meet required program outcomes ▸ program review for renewal or restructuring
5. Work Plan	Dean or program area drafts a work plan for how the additional suspension time will be used to address to reasons for suspension
6. Consultation	Consultation must take place and evidence given prior to the recommendation being approved. When timelines and decisions are pressing, the consultation process may be abridged or expedited depending on the nature of the circumstances and the summary must include the following stakeholders: ➢ Budget Office ➢ Department/School ➢ Academic Advising, ➢ Faculty/College Council ➢ for graduate programs, the AVP RGS
7. Accommodation Plan	To continue to suspend admissions include a plan, where appropriate, to accommodate students who are already enrolled in the program, or to otherwise mitigate the effects of the suspension

8. Communication Plan	The Department Head/Director, in consultation with the Dean and the Provost, will develop the communication plan which must be included in the proposal; and after approval, will execute the communication plan. The plan must include following areas including the approval and effective dates:
	  ➢ existing students
	  ➢ Office of the Registrar
	  ➢ Academic Calendar Editor
	  ➢ Undergraduate Education Committee (or Graduate Studies Committee)
	  ➢ Academic Planning and Priorities Committee
	  ➢ Academic Advising Centre
	  ➢ University Relations
	  ➢ Faculty/College Councils affected
	  ➢ others as needed
	  ➢ external stakeholders, if relevant

9. Other relevant documents	Submit any relevant, supporting documents, for example, memo from the department.

Section 5 - Program Reinstatement

Departments moving to reinstate programs more than four months prior to the end of the set suspension period may initiate the process by contacting PDQA. Reinstatement procedures will otherwise be automatically initiated by PDQA four months prior to the end date of the suspension. On the effective reinstatement semester, the program will be opened to receive student admissions applications once again.

Procedures (minimum 2-3 months)

To ensure UFV deadlines are met, a memo to reinstate a suspended program must by approved by the provost by March for fall semester, September for winter semester, and December for summer semester.

1. Initiate

- The Dean's office will communicate an implementation plan for the program before the program suspension period ends, noting the submission deadlines, and if applicable, the AVP RGS

2. Complete Reinstatement Memo

- Dean or program area completes the reinstatement memo.
- Memo should directly address any steps taken to address the reasons for suspension (e.g., low enrolment, curriculum revitalization, major program changes etc.)
- Documents required: reinstatement memo (template provided); and supporting documents, if applicable (see Memo Components section below for more details)

3. Consultation

- Agreement between the department/school and the Faculty/College Council (for graduate programs, AVP RGS)
- Appropriate stakeholders as necessary in consultation with PDQA (e.g., ; Academic Advising, Budget Office, UEC/GSC.

4. Submission

- Dean submits to PDQA at pdqa@ufv.ca
- PDQA submits the reinstatement memo to the provost for review and decision (cc: department head/director, assistant to the provost, other relevant assistants, and if applicable, the AVP RGS)
- Provost reviews and responds with decision

5. Submit to Committees

- If approved, the provost will submit a supporting memo with the reinstatement memo to the following committees for information: APPC, Senate, and the Board; and will also notify the Academic Advising, Office of the Registrar, and UEC/GSC, of the decision and effective date.

6. Execute Communication Plan

- After approval, the department head/director executes the communication plan as soon as possible and as stated in the memo.

Memo Components - Program Reinstatement

Memo template available.

1. Program Info	Further program information (credential, etc.)

2. Effective date	Semester the program would be reinstated (i.e., first term to accept new students)

3. Rationale	Provide a summary of the program's readiness to be reinstated; (if revisions to the program were made, provide UEC/GSC approval dates)

4. Consultation	➢ Agreement between the department/school and the Faculty/College Council (for graduate programs, AVP RGS) ➢ Appropriate stakeholders as necessary in consultation with PDQA, (e.g., Budget Office , Academic Advising, UEC/GSC, etc.)

5. Communication Plan	The Department Head/Director, in consultation with the Dean and the Provost, will develop the communication plan which must be included in the proposal; and after approval, will execute the communication plan. The plan must include following areas including the approval and effective dates:
	    ➢ existing students
	    ➢ Office of the Registrar
	    ➢ Academic Calendar Editor
	    ➢ Undergraduate Education Committee (or Graduate Studies Committee)
	    ➢ Academic Planning and Priorities Committee
	    ➢ Academic Advising Centre
	    ➢ University Relations
	    ➢ Faculty/College Councils affected
	    ➢ others as needed
	    ➢ external stakeholders, if relevant

6. Other relevant documents	Submit any relevant, supporting documents, for example, memo from the department.