



Procedures for Program Suspension and Discontinuance

Appendix to Policy 222

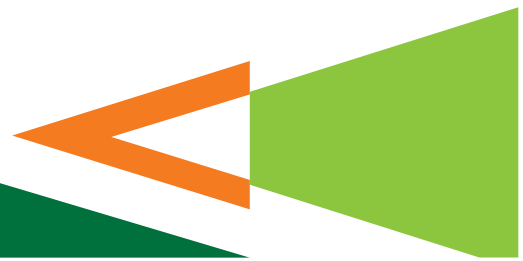


Table of Contents

Section 1 - Introduction.....	3
Submission guidelines	3
Timelines.....	3
Principles	4
Definitions	4
Additional resources.....	5
Section 2 - Program Discontinuance.....	6
Procedures (minimum 4-5 months).....	7
Proposal Components - Program Discontinuance	8
Section 3 - Program Suspension	10
Procedures (minimum 3-4 months).....	10
Proposal Components - Program Suspension	11
Section 4 – Program Suspension Renewal.....	13
Procedures (minimum 3-4 months).....	13
Memo Components - Program Suspension Renewal	14
Section 5 - Program Reinstatement.....	16
Procedures (minimum 2-3 months).....	16
Memo Components - Program Reinstatement	17



Additional resources

Memo Templates (p. 1.95-1.98) | [Memos \(p. 1.99-1.100\)](#)

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 ploc

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

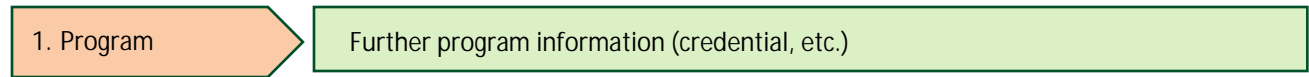
- Dean submits to PDQA at pdqa@ufv.ca
- PDQA submits the proposal to the APPC (cc: provost, assistant to the provost, department head/director, other relevant assistants, and if applicable, the AVP RGS)
- APPC forwards the proposal and its recommendation along with supporting evidence, including the 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.

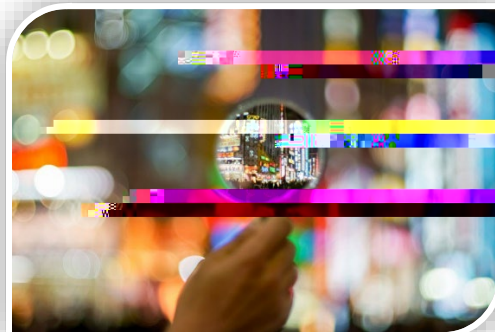


Proposal Components - Program Discontinuance -continued

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.

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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 16th fall

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

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 date



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

Memo Components - Program Suspension Renewal

Memo template available.

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: <ul style="list-style-type: none">insufficient resourceslow enrolment or demanddeclining employment opportunities for graduatescurricular issuesinability to provide appropriate educational environment and/or supportsdecline in quality or the inability to meet required program outcomesprogram review

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 PDQ7 (.g/TT0 S0 -1.- Tw 10.04 Tw 0.68318.012[P]-1.. (Q75/Footer 1s3oQ75/Fom(d)-11[TQ10.0

