



Procedure Title	Procedure No.	
Academic Program Suspension and Cancellation Procedure	E-1.40	
Executive Responsible	Administrator Responsible	
President	Vice President Academic	
Approving Body	Approval Date	Date of Next Review
Board of Governors	September 26, 2025	September 2030
Associated Policy and Resources		
Academic Program Suspension and Cancellation Policy		
Academic Program Suspension or Cancellation Recommendation Template		

PURPOSE

The purpose of this procedure is to outline the detailed steps for implementing the *Academic Program Suspension and Cancellation Policy* (E-1.40). It provides a clear, transparent, and consultative process for gathering information, developing recommendations, and making decisions related to the suspension or cancellation of academic programs.

PROCEDURE

1. Information Gathering Process

- 1.1 The dean responsible for the program area leads the information gathering process as follows:
 - a) The dean indicates, in writing, to the program area faculty and staff when a particular program is being considered for suspension or cancellation.
 - b) The correspondence includes references to this policy and procedure, including the rationale for the proposed suspension or cancellation.
 - c) An invitation is made to the program area faculty and staff to respond and comment on the proposed suspension or cancellation within 20 business days, unless the Vice President Academic (VPA) deems additional time is required.
 - d) The dean simultaneously contacts relevant service departments, including other academic schools that teach into the program, for their input, including any impact to their areas, using the same time frame.
 - e) The dean will notify other relevant interest holders about the information gathering process underway, and seek input or comment, as appropriate.
 - f) The dean incorporates the findings from this information gathering into the recommendation to be forwarded to the VPA.

2. **Format for Recommendation to Suspend or Cancel a Program**

- 2.1 The dean's recommendation will be submitted using the *Academic Program Suspension and Cancellation Recommendation Template* and will:
- Identify whether it is a recommendation for program suspension or cancellation;
 - Identify key issues driving this recommendation, with reference to the considerations outlined in section 6 of the policy;
 - Summarize the information gathering process including interest holder participation, interest holder input including alternative suggestions put forward, and the impact this had on the final recommendation;
 - Briefly summarize alternatives to suspension or cancellation that were considered, but not recommended (and why);
 - Identify the impact of the recommendation on students, faculty, other interest holders, and resources (facilities, operating costs, capital expenditure, lost tuition, etc.);
 - Draft a high-level overview of the teach-out plan for existing students to complete their credential;
 - Provide a high-level transition timeline for affected employees and interest holders, including key Human Resources processes, collective agreement requirements, and staffing implications;
 - Summarize the communication plan; and
 - Summarize key next steps, financial implications, and timing of the recommendation.
- 2.2 The dean submits the recommendation to the VPA.
- 2.3 The VPA considers the recommendation and determines whether further input is required. The VPA may choose to consult with other individuals and committees as needed.

3. **Decision Making Process - Program Suspension**

- 3.1 For program suspension, the VPA makes the final decision and communicates the decision to the dean, Executive Committee, Education Council, Faculty and Support Staff Unions, Student Union, and the Board of Governors.
- 3.2 The dean communicates the decision to:
- program faculty and staff,
 - current students,
 - applicants to the program, and
 - all CNC employees.

4. **Decision Making Process - Program Cancellation**

- 4.1 For program cancellation, the VPA brings the recommendation to the Executive Committee for information and advice.
- 4.2 The VPA will share the recommendation with the Education Council and include a deadline to provide written advice to the Chair of the Board.
- The recommendation, request for advice, and deadline will be provided no later than ten (10) business days before the matter is considered by the College Board,

in accordance with the *B.C. College and Institute Act*.

- b) The VPA will make reasonable efforts to share this information at least ten (10) business days before a scheduled Education Council meeting to support meaningful discussion.
- 4.3 Responsibility for providing advice rests with the Education Council once the recommendation has been shared. If no advice is submitted by the deadline, the requirement to seek advice under the *B.C. College and Institute Act* is considered fulfilled, and the matter will proceed to the Board.
- 4.4 The Board of Governors considers the recommendation from the VPA and the written advice from the Education Council and renders the final decision as per the *B.C. College and Institute Act*.
- 4.5 The VPA's office is responsible for immediately communicating the program cancellation decision in the following order:
 - a) the dean,
 - b) program faculty and staff,
 - c) Unions,
 - d) Education Council,
 - e) Student Union,
 - f) current students, and
 - g) applicants to the program, and
 - h) all CNC employees.

5. Decision Implementation – Program Suspension and Cancellation

- 5.1 The dean determines if there are other industry or community partners, external bodies, PACs, etc. that require notification, and will communicate the decision as appropriate.
- 5.2 The dean oversees the implementation of the teach-out plan for any current students.
- 5.3 Any resulting layoff of regular employees will follow the procedures laid out in collective agreements.

Definitions and Acronyms	
Cancellation of a Program Intake	When a single planned intake of a program is cancelled outside the scope of this policy. Cancellation of an intake may occur on shorter notice in response to operational challenges (e.g., low enrolment, faculty availability, or facilities issues). This does not affect the program's ongoing status or currently enrolled students.
Interest Holders	Individuals, groups, or communities who are affected by, or have a vested interest in, the outcomes of a College decision, initiative, or policy. This includes those with legal, inherent, or institutional rights, such as students, employees, Indigenous Peoples, and other partners engaged in or impacted by the College's work.
Program	An institutionally defined and specific set of courses that, when successfully completed, provides a recognized College of New Caledonia credential.

Program Suspension	When admission to a program is suspended for an upcoming intake and future intakes until a reversal or further decision is made. Suspension is based on indicators of program health and viability, as described in the policy.	
Program Cancellation	The permanent closure of a program which includes removal from the academic calendar and cessation of admission to the program.	
Teach-out Plan	A teach-out plan is a written document developed by the dean that provides for the equitable treatment of students if the institution suspends or cancels a program before all enrolled students have completed their studies. Teach-out plans are typically designed to be completed within an academic year and may be adjusted to reflect the program’s typical completion timeline.	
Supporting Information		
Related Policies, Forms, Documents, Websites	Academic Program Suspension and Cancellation Policy Academic Program Suspension or Cancellation Recommendation Template	
Acts and Regulations	B.C. College and Institute Act	
Amendment History		
Amendment Number	Approval Date	Summary of Modifications
#0	February 27, 2015	[to be completed]
#1	[to be completed]	[to be completed]