

Policy

Procedure

College Standard

Standard Operating Procedure

Guideline

Local Practice



Policy Title	Policy No.	
Academic Program Suspension and Cancellation	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 Procedure and Resources		
Academic Program Suspension and Cancellation Procedure		
Program and Discipline Area Review Policy and Procedure		
Program Suspension and Cancellation College Standard (Under development)		

PURPOSE

This policy establishes a transparent and consultative process for determining the suspension or cancellation of academic programs at the College of New Caledonia (“the College” or “CNC”). It supports timely, evidence-based academic program suspension and cancellation decisions that consider internal planning needs, external conditions, and the impacts on students and employees. It ensures decisions are aligned with institutional priorities, strategic planning, and legislative requirements, with appropriate input from key interest holders.

SCOPE

This policy applies to all College programs submitted to Education Council for review and advice under section 23(1) of the *B.C. College and Institute Act*, and as such does not apply to Community and Continuing Education programs.

This policy does not apply to individual courses, changes to program location or delivery format, or the cancellation of program intakes or course sections due to low enrolment, all of which are considered part of ongoing program management and are outside the scope of this policy.

GUIDING PRINCIPLES

1. The College is committed to offering high-quality programs that align with its mission, vision, mandate, and strategic goals. Program suspension and cancellation decisions must reflect responsible stewardship of institutional resources and ensure students, employees, and other interest holders are treated with fairness and respect.

2. Decisions will prioritize the effective use of institutional resources to support current and future programs in alignment with the College's goals and objectives.
3. Program suspension or cancellation will be informed by appropriate information gathering and the consideration of relevant qualitative and quantitative data.
4. Every effort will be made to minimize disruption for students currently enrolled in a program under suspension or cancellation. A teach-out plan will be developed to provide reasonable opportunities for students to complete their studies.
5. Within two years of a program being suspended, the dean of the program must complete a program review to determine whether the program should be reinstated, cancelled, or, in exceptional circumstances, the suspension extended for up to two additional years. A program suspension is not a required first step to a program cancellation.
6. Decisions will be guided by multiple factors, including but not limited to:
 - 6.1 Advice from Education Council
 - 6.2 Alignment with institutional mandate, vision, goals, and strategic plan
 - 6.3 Availability of alternative program providers
 - 6.4 Financial effectiveness
 - 6.5 Graduate employment outcomes
 - 6.6 Labour market needs
 - 6.7 Program relevance and relationship to other offerings
 - 6.8 Program Reviews and Annual Assessments
 - 6.9 Recommendations from the program area
 - 6.10 Student demand
 - 6.11 Other considerations deemed relevant by the Board or senior leadership

ROLES AND RESPONSIBILITIES

7. Dean
 - 7.1 Ensures appropriate information gathering, transition planning, teach-out plan, and communication have occurred.
 - 7.2 Submits the formal recommendation including the rationale; impact on students, faculty, and resources; the transition plan; and teach-out plan for the suspension or cancellation of the program to the Vice President Academic (VPA).
 - 7.3 Ensures the process and documentation are in accordance with this policy and accompanying procedure.
8. Vice President Academic
 - 8.1 Ensures the process, information gathering, and documentation are in accordance with this policy and accompanying procedure.
 - 8.2 Approves program suspensions in accordance with this policy and accompanying procedure.
 - 8.3 Reviews the dean's recommendation for program cancellation.

- 8.4 Shares program cancellation recommendation with Education Council and requests written advice be submitted to the Board of Governors by the identified deadline.
9. Education Council
 - 9.1 Reviews the VPA's recommendation to cancel a program and submits written advice to the Chair of the Board by the submission deadline.
10. Board of Governors
 - 10.1 Considers the recommendation of the VPA, and considers the advice from Education Council, and renders the final decision as per the *B.C. College and Institute Act*.

Supporting Information		
Related Policies, Forms, Documents, Websites	CNC & Faculty Association Collective and Common Agreements CNC CUPE Collective Agreement	
Acts and Regulations	B.C. College and Institute Act	
Amendment History		
Amendment Number	Approval Date	Summary of Modifications
#0	February 27, 2015	Original approval of "Suspension, Relocation or Cancellation of Base-Funded Programs and Services" policy by the Board of Governors.
#1	September 27, 2025	Comprehensive revision and retitling as "Academic Program Suspension and Cancellation" policy. Updated to new template.