



Senate

Policy Name	Policy and Procedures for the Discontinuation of Academic Programs
Policy Number	CAPP 2021-01
Origin	Committee on Academic Policy and Planning (CAPP)
Authority	Senate
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Review/Retirement Date	March 2026
Responsibility for Revision	CAPP
Responsibility for Implementation	Chair of CAPP

Purpose:

Policies and procedures for the discontinuation of programs are designed to ensure that the discontinuation of a program is in the best interests of the University including its students, and that the procedures followed in recommending discontinuation are transparent and consistent.

Scope:

University-wide

Definitions: (if applicable)

For the purposes of this policy, “program” refers to a program of study leading to a specific academic credential (i.e., Certificate, Diploma or Degree).

Policy:

The academic authority to discontinue programs rests with Senate, and recommendations to discontinue are brought to Senate by the Committee on Academic Policy and Planning (CAPP), following consultation with the department/program.

In making its recommendation, CAPP will take into account the following criteria: the relation of the program to the University’s mission and strategic objectives; student demand for the program measured

by enrolment data and trends (including applications, numbers of students in majors, concentrations and minors, number of graduates and registrations in courses), normally over a period of five years; contributions made by program course offerings to other programs; external review and accreditation (when available) reports on program quality; future trends, and student demand; actions taken by the program in response to these reports; and the potential of the University to provide adequate resources for the program. In the case of programs in which enrolment has been suspended, the relevant data in support of a recommendation to discontinue will not include the period following suspension. Senate will make its decision based on its assessment of the same criteria. Proposals for the discontinuation of a program (degree, major, certificate or diploma) must be submitted to the Maritime Provinces Higher Education Commission (MPHEC) for approval. MPHEC criteria also include evidence that the needs of students currently enrolled are met and arrangements are in place for them to graduate, and that consultation with internal and external stakeholders has taken place.

Procedures:

- When CAPP recommends the discontinuation of a program, the appropriate Dean shall meet with the program/department faculty and students, and other affected programs, to discuss the recommendation and its implications.
- The appropriate Dean shall ensure that any consultation with external stakeholders has taken place.
- CAPP will ask the program to provide a written response within two months. If a response is received from the program, CAPP will include the program's response in its submission to Senate, along with a report on the consultation with students and other stakeholders. It is understood that no department has a veto on a recommendation to discontinue its program, or one of its programs.
- When Senate approves a motion from CAPP to discontinue a program, a proposal to discontinue the program will be submitted to MPHEC using the Commission's template.
- When any program is discontinued, the appropriate Dean shall work with the Chair to ensure that arrangements are in place for current students to complete that program. The appropriate Dean shall communicate with all students in the program.
- When any program is discontinued, it will remain on the website and in the Calendar for five years after the discontinuation, accompanied by the statement "New students are no longer being admitted to this program."
- For three years following program discontinuation, the appropriate Dean will report to CAPP, on an annual basis, on the status of students completing the program and any other issues that have arisen as a consequence of discontinuation.
- When Senate defeats a motion from CAPP to discontinue a program, such a motion may not be re-introduced for two years. Senate shall present a set of recommendations for operating a program during this period that will be monitored by the relevant Dean and CAPP. An annual report will be presented to Senate by the relevant Dean.