



NORTHERN LIGHTS COLLEGE

Program Suspension and Cancellation

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Category:	Administrative
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Date Last Reviewed:	New

POLICY

All credentialed programs at Northern Lights College are evaluated, according to the Program Review Policy and Program Review Guidelines, to ensure program relevancy and efficacy. When a program is considered to be no longer viable, a recommendation to suspend or cancel the program may be made to and decided upon by the College Board of Governors.

PURPOSE

The purpose of this policy is to provide criteria to guide decision making and to set out procedures for suspension or cancellation of credentialed programs at Northern Lights College.

SCOPE

This policy will apply to all College programs which lead to a credential, and will not apply to individual courses, non-credentialed programs, or to programs offered one time only.

PROCEDURE

A decision to suspend or cancel a credentialed program will be made in accordance with the *College and Institute Act*.

Program Suspension:

1. Suspension is approved by the President, after obtaining recommendations from the Vice President Academic and Research.
2. Once a decision to suspend a program has occurred and approved the Vice President, Academic and Research develops and implements a communication process.
3. Suspension of a program does not necessarily lead to cancellation.
4. A program that has been approved for suspension will be reviewed within two academic calendar years to determine if the program should be cancelled or not.

Program Cancellation:

1. Dean ensures appropriate information gathering, consultation and communication has occurred. This may include:

- a. Consultation with stakeholders such as students (current and prospective); past and potential employers, faculty and staff
 - b. Review of program performance measures such as student demand, cost effectiveness, employer satisfaction levels, rate of transfer to further studies, etc.
 - c. Impact on staff, facilities, technology and other resources can be defined.
2. Dean submits recommendation to Dean's Committee and Vice-President, Academic and Research.
 3. Vice-President, Academic and Research reviews information and submits recommendation to the President and Senior Executive Team; the President in turn submits recommendation to the College Board of Governors.
 4. The College Board of Governors seeks the advice of Education Council, and Education Council provides advice to the Board, before the Board makes a decision regarding program cancellation.
 5. Once a decision to cancel a program has been made by the Board of Governors, a communication process must be determined and implemented.
 - a. Program cancellation must minimize the impact on current students.
 - b. If applicable, a transition plan will be developed to allow students in a cancelled program to complete their studies within reasonable time limits or to transfer to an alternative education provider.
 6. A decision of cancelling a program will permanently remove that program from the Academic Calendar and College website. Removal will have no effect on the validity of that program's credential.
 7. Cancellation of a program has no effect on the validity of that program's credential.
 8. In times of severe financial constraint or financial exigency in which timelines and decisions are pressing, the consultation process for program cancellation may be abridged or expedited depending on the nature of the circumstances.

DEFINITIONS

- Credential:** A term that refers to the various program designations (e.g. Certificate, Diploma, etc.) in use in educational institutions.
- Program:** A set group of courses, institutionally defined and approved by Education Council leading to a Northern Lights College credential.
- Suspension:** When a program is not offered for one or more intake(s) and is intended as a temporary measure.
- Cancellation:** The cancellation of a program occurs when a program is no longer offered by the College and is removed from the list of program offerings.

STAKEHOLDERS

Northern Lights College Board of Governors
Faculty and Staff
Students
Employers
Community

RELATED POLICIES AND REFERENCES

A-5.11 Program Service Reviews

Legislated References:

College and Institute Act Section 19 (1) "Powers of the Board":

19 (1) Subject to this Act, a board may do the following:

(d) determine courses or programs to be offered or cancelled at the institution;

College and Institute Act Section 23 "Advisory Role of Education Council":

23 (1) An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:

(e) cancellation of programs or courses offered by the institution or changes

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	April 2018	VP Academic & Research	College Policy Committee

Next Scheduled Review Date

June 2023