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**Program Suspension and Cancellation  
Procedure**

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| Procedure No.:         | 5405-PR1           |
| Policy Reference       | 5405               |
| Category:              | Education          |
| Approving Body:        | Board of Governors |
| Executive Sponsor:     | VP Academic        |
| Current Approved Date: | 2018 Jan 24        |

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**Objectives**

This procedure supports Policy 5405, Program Suspension and Cancellation. The objective of this procedure is to establish and describe the process BCIT is to follow in evaluating and recommending programs for suspension or cancellation.

BCIT faculty and staff regularly evaluate courses and programs for quality and relevance. Individual program performance measures or resource requirements, in addition to changes to the Institute's educational mandate, educational priorities, planning requirements, or resource allocation may necessitate the suspension or cancellation of certain programs.

This procedure and accompanying policy provide guidelines for an orderly, consultative, and transparent process by which the Institute determines the need for program suspension or cancellation.

**Table of Contents**

|   |   |
|---|---|
| Objectives  | 1 |
| Who This Procedure Applies To                             | 1 |
| Criteria for Decision Making                              | 1 |
| Procedure 1 Suspension and/or Cancellation of a Program   | 2 |
| Procedure 2 Reinstatement of a Program after Cancellation | 3 |
| Forms Associated With This Procedure                      | 3 |
| Amendment History   | 3 |

**Who This Procedure Applies To**

This procedure applies to BCIT employees and Board members involved in program suspension or cancellation.

**Criteria for Decision Making**

A program may be considered for suspension or cancellation for a number of reasons, and the following criteria should inform the decision (in no order of priority):

- Advice sought and considered by Education Council
- Institutional Mandate, Vision, Goals, and Strategic Plan
- Financial effectiveness
- Student demand
- Graduate employment data
- Labour market demand
- The Program's relationship to other programs
- Alternate program providers

- Recommendation from the program area, or
- Any other criteria the Board considers relevant

## **Procedure 1: Suspension and/or Cancellation of a Program**

### **1. Consultation Process**

The dean responsible for the program area leads the consultation process as follows:

- a) The dean indicates, in writing, to the program area and affiliated department when a particular program is being considered for suspension or cancellation.
- b) The correspondence includes references to policy 5405 and procedure 5405-PR1, including the rationale for suspension or cancellation.
- c) The dean leads, or delegates, consultation with the stakeholders as defined in the policy.
- d) An invitation is made to the program area and department to respond and comment on the proposed suspension or cancellation, within a prescribed time, usually within 30 days unless the VP Academic deems additional time is required.
- e) The dean simultaneously contacts relevant service departments, including other academic departments that teach into the program, for their input, including any impact to their areas, using the same time frame.
- f) The dean incorporates the findings from this consultation into the recommendation to be forwarded to the VP Academic; and the program area and appropriate bargaining agent.

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

- a) Identify whether this is a recommendation for program suspension or cancellation.
- b) Identify key issues driving this recommendation (for example change in institutional mandate, resource constraints, poor program performance, etc.).
- c) Summarize the consultation process including stakeholder participation, stakeholder input including alternative suggestions put forward, and impact this had on final recommendation.
- d) Briefly summarize alternatives to suspension or cancellation that were considered, but not recommended (and why).
- e) Identify the impact of the recommendation on students, faculty, other stakeholders, and resources (facilities, operating costs, capital expenditure, lost tuition, etc.).
- f) Detail the teach-out plan for existing students to complete their credential.
- g) Detail the transition plan for other stakeholders, particularly faculty.
- h) Summarize the communication plan.
- i) Summarize key next steps, financial implications, and timing of recommendation.

### **3. Decision-making Process**

The impetus to suspend or cancel a program can come from within the program area, from the program administration (associate dean, dean, or director), from the Vice President Academic, or from the Institute's Senior Leadership Team.

- a) The dean ensures appropriate information is gathered, stakeholders are consulted, and information and decisions are communicated in a timely matter.
- b) The dean submits the recommendation to the VP Academic.
- c) The VP Academic considers the recommendation, and determines whether further input is required.
- d) For program suspensions, the VP Academic makes the final decision (within two years after a program has been suspended, a review will be conducted by the dean to determine if the program should be unsuspending, cancelled, or in extenuating

**Procedure 1: Suspension and/or Cancellation of a Program**

- circumstances, have the suspension extended for not longer than 2 additional years).
- e) For proposed program cancellations, the VP Academic makes recommendations to Education Council and the Board of Governors.
  - f) The recommendation is a confidential BCIT internal document, which is available to all internal stakeholders through the Education Council Meeting Package distribution and access.
  - g) The Board of Governors must seek advice from Education Council on the recommendation to cancel a program and Education Council will advise the Board.
  - h) Education Council should advise the Board of Governors whether the process and recommendation have followed the specified process to be consistent with policy 5405 and this procedure, and comment as appropriate.
  - i) The Board of Governors considers the recommendation from the VP Academic and the advice from Education Council, and renders the final decision as per the BC College and Institute Act.

**Procedure 2: Reinstatement of a Program after Cancellation**

Once a program cancellation occurs, the program no longer has status as an approved program at BCIT. Any proposal to reinstate the cancelled program will be treated as a new program proposal and be required to comply with [Policy 5401, Program Development and Credentials](#).

**Forms Associated With This Procedure**

None.

**Amendment History**

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| 1. | Created    | 2014 Jun 04 |
| 2. | Revision 1 | 2018 Jan 24 |