

PROGRAM SUSPENSION AND DISCONTINUANCE

Approval Authority	Board of Governors and Senate
Responsible Executive	Provost and Vice-President, Academic
Related Policies / Legislation	Board policy Direction University Educational Directions and Planning (BPD-202) Undergraduate Course and Program Approval policy (21) Graduate Course and Program Approval policy (209)

PURPOSE

This policy is to ensure transparency and diligence when discontinuing or suspending academic programs at the University of the Fraser Valley.

SCOPE

This policy applies to all undergraduate and graduate programs, including majors, minors, extended minors, or honours, that are being discontinued or suspended. This policy excludes all non-credit continuing education programs.

This policy does not apply to discontinuance or suspension of a specific focus embedded within a program (e.g., a concentration within a major), which is treated as a program revision under the Undergraduate Course and Program Approval policy (21) or Graduate Course and Program Approval policy (209).

This policy does not apply to adjustments in the number or timing of program intakes during an academic year or the scheduling or location of courses offered in a program that are part of the ongoing management of program delivery.

DEFINITIONS

In this policy, the following definitions apply:

Consultation: Seeking of input and opinions.

Program: A set of courses and associated requirements offered as a credential (e.g., a certificate, diploma, degree, etc.) or as a defined area of study within a credential (e.g., a major, minor, honours, specialization, etc.).

Program discontinuance: Elimination of the offering of a program.

Program suspension: Temporary cancellation of the intake of new students into a program for one or more academic years.

POLICY

UFV recognizes that it is necessary to suspend or discontinue programs from time to time.

The following principles will guide the program suspension/discontinuance process:

Program rigour: Program suspension/discontinuance ensures academic relevance, currency, and response to student needs and the educational environment.

Transparency: The review and approval process is consultative, based in peer review, and communicated clearly.

Accountability: The decision to suspend/discontinue a program will be consistent with appropriate stewardship of resources and the meeting of community expectations.

Compliance with recognized university processes: The consultation and approval process complies with the Regulations section of this policy.

Decisions regarding the discontinuance of programs at UFV will take into consideration the UFV Strategic Plan and implications to the BC education system as well as to the UFV community, and university values and ethics.

In cases where a program will be discontinued or suspended, the university will honour its commitment to active program students, providing, where possible, pathways for completion.

REGULATIONS

1. The rationale for program discontinuance will typically consider issues arising from the following categories:
 - Demand, including student demand, market demand (employment), institutional and community demand.
 - Capacity, determined by a broad assessment of program inputs (including faculty/ staff, curriculum, students, capital equipment and facility infrastructure).
 - Program Output, including graduation, quality and performance in terms of both key performance indicators and a summative assessment of the program's contribution to the strategic directions of the university.
 - Financial Impact/Viability, including a full accounting of both direct and indirect program revenue contributions and costs.
 - Reputational considerations for the University
 - Additionally, for program suspensions, the need to review the program for renewal or restructuring.
2. Proposals for the discontinuance or suspension of programs at UFV will follow established procedures and show evidence that appropriate consultation has taken place with the relevant department or school, the Faculty or College Council, and the Senate Budget Committee. For graduate programs, the Associate Vice-President, Research, Engagement & Graduate Studies shall also be consulted.

Typically, a program discontinuance or suspension will be initiated by the dean of the relevant area. A request to consider program discontinuance or suspension may also come from the Provost of the University or from Academic Planning and Priorities Committee (APPC) based on results from formal university review processes.

For program discontinuance, APPC will recommend discontinuance to the Senate for approval, and upon approval the Senate will advise the Board of Governors. For program suspension, the provost approves the suspension, and advises APPC, the Senate, and the Board of Governors for information. Whenever possible, decisions to discontinue or suspend programs will take place within the academic planning processes of the UFV Strategic Plan.
3. A program may be suspended for a maximum of two academic years. After this period the program will be reinstated unless a proposal is submitted to either (a) continue the suspension for up to two more years or (b) discontinue the program. Suspensions may be renewed only once.
4. Once a program discontinuance or suspension is approved, the responsible department head or

director will develop a communication plan and a transition plan for existing student, in consultation with the dean and the Provost's office, and will execute the plans. Procedures and templates in support of this policy will be developed and maintained by the Chair, Vice-chair and Administrative assistant to APPC communicated to APPC, and published on the UFV website.

APPENDICES

Procedures and materials for Program Suspension and Program Discontinuance, available at [https://www.ufv.ca/media/assets/secretariat/policies/Procedures-Program-Suspension-and-Discontinuance-\(222\).pdf](https://www.ufv.ca/media/assets/secretariat/policies/Procedures-Program-Suspension-and-Discontinuance-(222).pdf)

UFV Strategic Plan at <https://www.ufv.ca/strategic-planning/>