

Appendix A – Requirements for Proposals for Suspension or Discontinuance

A proposal to suspend a program must include the following information:

- i. All impacted credentials and specific discipline or field of study;
- ii. Location(s) of the program;
- iii. Faculty, Department, or School offering the program;
- iv. Proposed date for suspension, a notification period for students, faculty and staff, and a date for review of the suspension;
- v. Reasons for suspension, such as:
 - 1) Insufficient resources
 - 2) Lack of enrolment demand
 - 3) Curricular issues
 - 4) Inability to provide appropriate institutional support
- vi. Plan for suspension, including:
 - 1) Proposed review date to reinstate or discontinue the suspended program
 - 2) Steps that will be taken to consult with faculty and staff
 - 3) Steps that will be taken to consult with students
 - 4) Steps that will be taken to ensure students in the program have the opportunity to complete the program
 - 5) Steps that will be taken to ensure consultation with other impacted departments, Faculties, and units;
 - 6) Steps to compensate for damage to medium term enrolment (particularly for limited intake and cohort programs)
- vii. Draft Calendar entry detailing suspension of admissions / declaration to the program;
- viii. Name, title, phone number and email address of the institutional contact in case more information is required (normally, the Dean of the Faculty in which the program is housed);
- ix. Endorsement by the Provost.

A proposal to discontinue a program must include the following:

- i. All impacted credentials and specific discipline or field of study;
- ii. Location(s) of the program;
- iii. Faculty, Department, or School offering the program;
- iv. Anticipated final date of discontinuance;
- v. Reasons for discontinuance of the program, such as:
 - 1) Insufficient financial resources
 - 2) Lack of enrolment demand
 - 3) Curricular issues relating to the decline in quality or the inability to meet required program outcomes
 - 4) Inability to provide appropriate institutional support

- vi. Plan for phasing-out of program, including:
 - 1) Steps taken to consult with faculty and staff regarding phasing out
 - 2) Steps taken to consult with students regarding phasing out
 - 3) Steps taken to ensure students in the program have the opportunity to complete the program
 - 4) Steps taken to consult with other impacted departments, Faculties, and units;
 - 5) Impact on and/or reorganization of curriculum in cognate disciplines
 - 6) Timeline of activities
- vii. Name, title, phone number and email address of the institutional contact person in case more information is required (normally, the Dean of the Faculty in which the program is housed).
- viii. Potential legal implications as a result of the program discontinuance;
- ix. Endorsement by the Provost.