

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. E34
	ORIGINATOR Vice President, Academic	
	APPROVED BY VPAMC	
TITLE SUSPENSION OF PROGRAMS	EFFECTIVE DATE 2001.10.16	REPLACES 1995.01.01

PREAMBLE

The decision to suspend or cancel programs is based on student demand patterns, the financial viability of the program or course offerings, and other program performance indicators.

POLICY

A suspended program is one into which the College has decided not to admit beginning level students. A minimum number of students must be registered in a program in order for the program to be offered. This number is set by the College and is known as the Registration Minimum.

The decision to suspend programs will be made as early as possible in order to minimize the impact on prospective candidates.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. Programs Suspended Prior To The Start of an Application Cycle
 - 1.1 On or before November 15, programs which are not financially viable or have not met their registration minima for the last two years will be reviewed by the Deans and recommendations made to the Vice President, Academic as to their suspension or cancellation for the coming academic year. Programs allowed to continue will form the list of programs under consideration for possible suspension at a later date.
 - 1.2 For programs that are to be suspended, the Vice President, Academic will seek approval from the President, who will bring it to the attention of the Board of Governors. The Board of Governors will notify the Chair of the appropriate Program Advisory Committee of the suspension and the rationale for the decision.

- 1.3 Normally, the College will provide students enrolled in the program the opportunity to complete the program within the normal time period.
- 1.4 The Manager, Program Policy Unit, Policy and Programs Branch of the Ministry of Training, Colleges and Universities will be notified of the decision to suspend a program prior to a public announcement being made.
- 1.5 The Vice President, Academic's office will prepare the form for OCAS, and forward to the Registrar, who will forward to OCAS, as soon as a suspension has been approved.
2. Programs Under Consideration for Possible Suspension During an Application Cycle.
 - 2.1 Programs that have difficulty attracting sufficient candidates to meet their Registration Minimum may be suspended during an application cycle.
 - 2.2 As the Fall intake receives the largest number of applications, the following reviews will take place and programs may be recommended for suspension.
 - April 15 following receipt of March 1 applications
 - June 1 following receipt of Confirmation Notices
 - July 15 following receipt of Full Fees
 - 2.3 The reviews for the Winter and Spring intakes will take place by December 1 and April 1 respectively following receipt of full fees.
 - 2.4 Students registered in programs under consideration for suspension will be contacted by telephone by the Registrar's Office and sent a letter informing them that their acceptance is conditional upon sufficient enrolment being reached three weeks prior to the start of the term. Students will be advised of the program suspension should it take place.
 - 2.5 The Vice President, Academic's office will prepare the form for OCAS, and forward to the Registrar, who will forward to OCAS, as soon as a suspension has been approved.
 - 2.6 A constant review of the status of applicants will be maintained. A decision to suspend a program may be taken as late as two weeks prior to the start date for Fall Term programs, and one week prior to start date for Winter and Spring Term programs.

- 2.7 For programs that are to be suspended, the Vice President, Academic will seek approval from the President, who will bring it to the attention of the Board of Governors. The Board of Governors will notify the chair of the appropriate Program Advisory Committee of the suspension and the rationale for the decision and the Ministry of of Training, Colleges and Universities.
- 2.8 Any program that is not suspended by the above dates will be offered, regardless of a failure to meet minimum enrolment targets.

(original signed by)

Vice President, Academic