

AA30**Program Suspension and Cancellation**

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1995-01-01
Date Last Reviewed:	2025-06-25
Date to Complete Mandatory Review:	2030-06-25

PURPOSE

To provide guidance regarding the suspension and cancellation of programs as part of strategic program enrolment planning. The objective is to make best use of the College's resources while offering a regularly updated mix of programs and courses that serve the needs of students, employers, and the community.

SCOPE

All postsecondary programs offered by the College. This policy does not apply to the closure of campuses.

DEFINITIONS

Word/Term	Definition
Academic Administrator	An Academic Administrator is a Program Chair, Academic Manager, Associate Chair, Dean, Testing Services Manager, or designated decision-maker.
A Term	An "A Term" is one of the four possible terms in GeneSIS. It represents a full academic year, and it is used by Academic Upgrading to run courses that do not start/end every term. For example, GeneSIS term 2020A starts on September 1st, 2020 and ends on August 31st, 2021.
Program Cancellation	A Program Cancellation is a program that is approved to no longer be offered by the College. Students may no longer graduate from the program.
Program Offering Cancellation	The decision by an academic department to cancel a program offering such that it will no longer be offered at a specific campus, with no plan to deliver the program offering again at that campus in future but leaves intact at least one offering of the program at one campus with an active intake. A program offering cancellation is based on a decision to permanently close a program offering, informed by program offering performance factors.

Program Offering Intake Suspension	The decision by an academic department to suspend one intake of a program offering at one campus after the intake has already been advertised during the application cycle. A program offering intake suspension may result from low interest/enrolment or other external factors that prevent the academic department from offering the intake as planned.
Program Suspension	Program that is not admitting Level 01 students prior to the application cycle. Students may still graduate from the suspended program.
Program Suspension of All Deliveries with the Intent to Cancel	A program suspension with the intent to cancel is inclusive of all deliveries of a program at all campuses. A program suspension with the intent to cancel is based on a decision to cancel a program formally with the Ministry of Colleges and Universities, such that the program is no longer advertised or offered in any modalities or campuses at the College. The program is considered suspended while enrolled students are being taught out. Once the program has completed the teach out, the program is officially cancelled.

POLICY

1. The College decision to suspend a program intake or offering is based on evidence-based criteria which are clearly communicated to the College community, including program quality, student demand, retention and graduation rates, financial viability, and employer demand.
2. The Dean, along with administrators and academic faculty, will review programs on an ongoing basis through formal and informal processes.
3. The College will make the decision to suspend program intakes or suspend/cancel program offerings as early as possible in order to minimize the impact on prospective applicants.
 1. Program Offering Intake Suspension
 1. Program intakes that have difficulty attracting sufficient qualified candidates during an application cycle may be suspended for that term.
 2. The Dean may make program offering intake suspension recommendations no later than:
 1. Fall: July 1, following receipt of the fees deposit
 2. Winter: December 1, following receipt of the fees deposit
 3. Spring: April 1, following receipt of the fees deposit.
 3. A decision to suspend a program intake will normally be taken by the Senior Vice President Academic (SVPA) as late as one month prior to the program start date.
 1. Any program intake that is not suspended in the timeframe will be offered, regardless of not meeting the minimum enrolment targets.

4. Students will be advised when a program intake is suspended and offered admission in other available programs, as appropriate.

2. Temporary Program Offering Suspension

1. Recommendations regarding a temporary program offering suspension will take various factors into account, including: key performance indicators; alignment with the College's strategic direction; enrolment, retention, and graduation rates; financial viability; labour market trends; and other relevant factors.
2. Recommendations for temporary program offering suspensions must be presented by the Dean to the Senior Vice President Academic (SVPA) for approval prior to the activity projections deadline for the upcoming application cycle.
3. Temporary program offering suspensions are monitored annually and program offerings may be cancelled following two consecutive academic years of suspension. Exceptions may be considered pending active efforts to deliver the program offering.

3. Program Offering Cancellation

1. Recommendations regarding a program offering cancellation will take various factors into account, including: key performance indicators; alignment with the College's strategic direction; enrolment, retention, and graduation rates; financial viability; labour market trends; and other relevant factors.
2. Recommendations for program offering cancellation must be presented by the Dean to the Senior Vice President Academic (SVPA) for approval prior to the activity projections deadline for the upcoming application cycle.

4. Program Suspension of All Deliveries with the Intent to Cancel

1. Recommendations regarding a program suspension of all deliveries with the intent to cancel will take various factors into account, including: key performance indicators; alignment with the College's strategic direction; enrolment, retention, and graduation rates; financial viability; labour market trends; and other relevant factors.
2. Recommendations for program suspension of all deliveries with the intent to cancel must be approved by the Board of Governors.

4. In cases where the College suspends or cancels programs in which there is active student enrolment, the College will develop a teach-out plan and provide students enrolled in program that have been suspended/cancelled the opportunity to complete the program within the normal time, as outlined in Policy AA39 Progression and Graduation Requirements.
5. In extraordinary circumstances, the decision to suspend or cancel program intakes or program offerings may need to be expedited.

PROCEDURE

	Action	Responsibility
	Program Offering Intake Suspension	
1.	Review admission data for program intakes and make program offering intake suspension recommendations no later than: <ul style="list-style-type: none"> Fall term: July 1 following receipt of the fees deposit; Winter term: December 1 following receipt of the fees deposit; Spring term: April 1 following receipt of the fees deposit. 	Dean
2.	Recommend the program offering intake suspension to the Senior Vice President Academic for approval.	Dean
3.	Review the program offering intake suspension recommendation and notify the Dean of the decision.	Senior Vice President Academic
4.	If the program offering intake suspension is approved by the SVPA, notify the Registrar's Office, the International Education Centre, Marketing, employees, and membership of the Program Advisory Committee of the decision to suspend the program offering intake. Contact Human Resources if the program offering intake suspension results in real or perceived changes to the current work arrangements in place with any potentially impacted employees.	Dean
5.	In coordination with the Academic Administrator and International Education Centre, as appropriate, inform students the program offering intake has been suspended and offer admission to other available programs.	Registrar's Office
	Temporary Program Offering Suspension	
1.	Review program data, along with academic administrators and program faculty, and identify any programs for temporary program offering suspension in advance of the activity projections deadline for the upcoming application cycle.	Dean
2.	Recommend the temporary program offering suspension to the Senior Vice President Academic for approval.	Dean
3.	Review the temporary program offering suspension recommendation and notify the Dean of the decision.	Senior Vice President Academic
4.	If the temporary program offering suspension recommendation is approved, present the suspension to the Algonquin College Executive Team (ACET) for information	Senior Vice President Academic
5.	Notify the Registrar's Office, the International Education Centre, Marketing, employees, and membership of the Program Advisory	Dean

	Committee of the decision to temporarily suspend the program offering. Contact Human Resources if the temporary program offering suspension results in real or perceived changes to the current work arrangements in place with any potentially impacted employees.	
6.	Notify the Strategic Enrolment Management Committee (SEMC).	Dean
	Program Offering Cancellation	
1.	Review program data and identify any programs for program offering cancellation in advance of the activity projections deadline for the upcoming application cycle.	Dean
2.	Recommend the program offering cancellation to the Senior Vice President Academic for approval.	Dean
3.	Review the program offering cancellation recommendation and notify the Dean of the decision.	Senior Vice President Academic
4.	If the program offering cancellation recommendation is approved, present the suspension to the Algonquin College Executive Team for information. For regional campuses, present the program offering cancellation to the Algonquin College Executive Team for approval.	Senior Vice President Academic
5.	Receive notification of a program offering recommendation for the Ottawa Campus. Review the program offering cancellation recommendation for programs at regional campuses and notify the SVPA and the Dean of the decision.	Algonquin College Executive Team
5.1.	At the discretion of the ACET, and in the event that the program offering cancellation significantly impacts any campus or community, present the program offering cancellation to the Academic and Student Affairs Committee (ASAC) for information.	President
6.	Notify the Registrar's Office, the International Education Centre, Marketing, employees, and membership of the Program Advisory Committee of the decision to cancel the program offering. Contact Human Resources if the program offering cancellation results in real or perceived changes to the current work arrangements in place with any potentially impacted employees.	Dean
7.	Notify the Strategic Enrolment Management Committee (SEMC).	Dean
	Program Suspension of All Deliveries with the Intent to Cancel	
1.	Review program data and identify any programs for program suspension with intent to cancel.	Dean
2.	Recommend the program suspension with intent to cancel to the Senior Vice President Academic for approval.	Dean
3.	Review the recommendation for program suspension with intent to cancel and notify the Dean of the decision.	Senior Vice President Academic
4.	If the recommendation for program suspension is approved, present the recommendation to the Algonquin College Executive Team (ACET) for endorsement to the Board of Governors via the Academic and Student Affairs Committee (ASAC).	Senior Vice President Academic

5.	Review the recommendation for program suspension with intent to cancel.	Algonquin College Executive Team (ACET)
6.	If the recommendation for program suspension is approved, submit the recommendation to ASAC in accordance with BGI-02.	Senior Vice President Academic
7.	Review the program suspension recommendation. If endorsed, submit the recommendation for program suspension to the Board of Governors. Following an ASAC recommendation, a submission for program suspension with the intent to cancel may be heard from stakeholder(s) by the Board of Governors directly, at the discretion of the Board Chair and as per the procedures detailed in BGI-03 Communication with the Board of Governors.	ASAC
8.	Review the recommendation for program suspension with intent to cancel.	Board of Governors
9.	If the recommendation for program suspension with intent to cancel is approved by the Board of Governors, the Chair of the Board of Governors, via the Board Office, will notify the Chair of the appropriate Program Advisory Committee of its decision to suspend all deliveries of the program with the intent to cancel.	Board of Governors Chair, Board Office
10.	Notify the Ministry of Colleges, Universities, Research Excellence and Security of the decision to suspend all deliveries of the program with the intent to cancel.	President
11.	Notify the Dean of the decision by the Board of Governors	Senior Vice President Academic
12.	Notify the Registrar's Office, the International Education Centre, Marketing, and employees. Contact Human Resources if the program suspension with intent to cancel results in real or perceived changes to the current work arrangements in place with any potentially impacted employees.	Dean
13.	Notify the Strategic Enrolment Management Committee (SEMC).	Dean

RELATED POLICIES

AA04: Admissions

AA38: Program Quality Assurance

AA39: Program Progression and Graduation Requirements

RELATED MATERIALS

[BGI-02 Programs of Instruction](#)

[BGI-03 Communication with the Board of Governors](#)