

# DISCONTINUATION OF ACADEMIC PROGRAM

Responsibility of	Vice-President Academic/Dean of the Seminary
Reviewed by	Academic Planning Committee
Approved by	Faculty Senate (August 29, 2014)
Next Review	5 years after approval

## POLICY OVERVIEW

Policies and procedures for the discontinuation of programs are designed to ensure that the discontinuation of a program is in the best interests of Briercrest College and Seminary (BCS), including its students, and that the procedures followed in recommending discontinuation are transparent and consistent.

## PRINCIPLES

This policy is guided by the principles of integrity and transparency.

## SCOPE

The policy applies to all undergraduate and graduate students.

## POLICY STATEMENT

Policy for the Discontinuation of Academic Programs<sup>1</sup>

The academic authority to discontinue programs rests with the Faculty Senate (Senate), and recommendations to discontinue are brought to Senate by the Academic Planning Committee (APC), following consultation with the department/program.

<sup>1</sup> Adapted from the MSVU's policy:

<http://www.msvu.ca/site/media/msvu/Discontinuation%20of%20Academic%20Programs%20CAPP.pdf>. Accessed August 16, 2014.

In making its recommendation, APC will take into account the following criteria: the relation of the program to BCS's mission and strategic objectives; student demand for the program measured by enrolment data and trends (including applications, numbers of students in majors, concentrations and minors, number of graduates and registrations in courses), normally over a period of five years; contributions made by program course offerings to other programs; external review and accreditation (when available) reports on program quality; actions taken by the program in response to these reports; and the potential of BCS to provide adequate resources for the program. In the case of programs in which enrolment has been suspended, the relevant data in support of a recommendation to discontinue will not include the period following suspension. Senate will make its decision based on its assessment of the same criteria. Proposals for the discontinuation of a program (degree, major, certificate or diploma) must be submitted to the BCS Board of Directors for approval. BCS Board of Directors criteria also include evidence that the needs of students currently enrolled are met and arrangements are in place for them to graduate, and that consultation with internal and external stakeholders has taken place.

## PROCEDURES

When APC recommends the discontinuation of a program, the appropriate Dean shall meet with the program/department faculty and students, and other affected programs, to discuss the recommendation and its implications.

The appropriate Dean shall ensure that any consultation with external stakeholders has taken place. APC will ask the program to provide a written response within one month. If a response is received from the program, APC will include the program's response in its submission to Senate, along with a report on the consultation with students and other stakeholders. No department has a veto on a recommendation to discontinue its program, or one of its programs.

When any program is discontinued, the appropriate Dean shall work with the Chair to ensure that arrangements are in place for current students to complete that program. The appropriate Dean shall communicate with all students in the program.

Discontinued programs are removed from the academic calendar, as of the effective date of discontinuation. Students completing a discontinued program will follow the program as outlined in the archived calendar for the year in which they began. When programs are discontinued that involve external stakeholders, the Registrar will communicate, in writing, to these parties. For three years following program discontinuation, the appropriate Dean will report annually to the APC on the status of students completing the program and any other issues that have arisen as a consequence of discontinuation.

When Senate defeats a motion from APC to discontinue a program, such a motion may not be re-introduced for two years.

## APPENDIX A

Related Forms/Policies	College Academic Calendar ( <a href="http://www.briercrest.ca/college/academics/college-calendar/">http://www.briercrest.ca/college/academics/college-calendar/</a> ) Seminary Academic Calendar ( <a href="http://www.briercrest.ca/seminary/academics/seminary-calendar/">http://www.briercrest.ca/seminary/academics/seminary-calendar/</a> )
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