

TITLE: CREDIT PROGRAM SUSPENSION, CANCELLATION AND REINSTATEMENT

POLICY STATEMENT:

Credit programs at Red Deer College (RDC) are suspended, cancelled or reinstated following a thorough review process.

PURPOSE:

This policy provides the process by which credit programs are suspended, cancelled or reinstated after being suspended. The process is designed to be thorough and transparent, providing faculty, staff, students, and the community with a clear rationale for administrative decisions concerning the suspension, cancellation or reinstatement of programs.

SCOPE:

This policy applies to all credit programs at RDC.

PRINCIPLES:

Procedures and decisions at Red Deer College:

1. Treat all persons fairly and respectfully.
2. Are nondiscriminatory and non-intrusive.
3. Incorporate open, honest and timely communication.
4. Are made in a timely manner.
5. Provide appropriate confidentiality and privacy.
6. Provide appropriate access to education.
7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities
8. Operate with clear written expectations for conduct and handling of complaints.
9. Meet all accreditation standards.
10. Maintain a high standard of administration and instruction, clearly stated in College practices and policies, in all areas of educational programs and services.
11. Are communicated in alternate forms to those who require such accommodation.

Specifically for this policy:

1. RDC ensures that program curriculum and instruction meets or exceeds national, provincial, and professional standards.
2. The College is committed to excellence, offering high quality learning experiences. It works to improve processes, services and learning opportunities.
3. The College value of integrity provides for honest, open, and timely communication. RDC follows fair and equitable processes. People are treated with respect and individuals are encouraged to take personal responsibility.
4. The College regularly evaluates its effectiveness and efficiency in order to ensure that its

programs and services meet learners' needs. Such accountability assists in maintaining responsiveness to our learners, communities, and business partners.

5. Program and service review is part of the overall planning cycle at the College. It provides data to support the decision-making process as well as planning processes related to resource allocation and priority setting.
6. Programs and service areas are consulted in the establishment of program and service review criteria.

DEFINITIONS:

Academic Governance: Pursuant to the Post-Secondary Learning Act of Alberta (2003) the Academic Council of RDC is authorized to make recommendations or reports regarding academic matters.

Academic Matters: Those matters, as specified in the RDC Academic Council Constitution that require recommendation to the President by Academic Council including but not limited to:

- Determining the programs of study for credit programs and the requirements of those programs,
- Determining standards and policies respecting admission of persons to all credit programs,
- Providing for the granting of academic credentials as approved by the Government of Alberta through the Red Deer College mandate,
- Policy on the addition, deletion or change of credit course offerings, review and evaluation of credit programs, selection of new programs.

Administrative Governance: Pursuant to the Post-Secondary Learning Act (2003) the RDC Board of Governors or delegate is authorized to make recommendations or decisions with respect to non-academic matters.

Program Cancellation: Admission to the program is terminated. The program description is removed from the Academic Calendar and the program status is changed to cancelled in the Provider and Program Registry System (PAPRS) of Alberta Advanced Education (AAE).

Program Reinstatement: Admission to the program is opened after being suspended. The program description in the Academic Calendar is updated by removing the notation of suspended. The program status is changed to active in the Provider and Program Registry System (PAPRS) of AAE.

Program Suspension: Admission to the program is suspended. The program description remains in the Academic Calendar with a notation of suspended. The program status is changed to suspended in the Provider and Program Registry System (PAPRS) of AAE. Suspension of a program does not necessarily lead to cancellation or reinstatement.

Non-academic Matters: Decisions related to financial viability, operations, enrolment, labour market demand, education regulatory requirements, and changes in policy, strategic direction or program priorities of RDC.

Stakeholders: For the purposes of this policy stakeholders is defined as students, faculty, staff, Program Advisory Groups, AAE, other related government ministries, program accrediting agencies, regulatory agencies, transfer or collaborative partners and the community.

GUIDELINES:

1. Consideration of suspension, cancellation or reinstatement of a Certificate, Diploma, University Transfer, applied degree, collaborative degree, or degree program (or any major associated with a program) may be initiated in various ways, including:
 - The Dean may recommend the suspension, cancellation or reinstatement of a program. The information and data from a variety of sources may help inform the recommendation including annual data and information from the Annual Program Improvement Process and data and information from the Quality Improvement Program Review Process. The recommendation is normally preceded in previous years by recommendations noting a serious viability problem, with the program (e.g. enrolment, completion, retention, or cost escalation) or, in the case of a program reinstatement, an increase in demand.
 - Internal program review processes for new or re-developed programs may help inform a recommendation to suspend, cancel or reinstate a program.
 - Change as a result of internal factors such as budget, operations, policy, strategic direction or program mix which affect the ongoing viability of a program or support the reinstatement of a suspended program (e.g. change in support for e-Campus).
 - Change as a result of external factors such as an accrediting agency changing educational requirements (e.g. the College of Licensed Practical Nurses requires a diploma, rather than a certificate, for licensure); Program Advisory Committee conclusion that the program credential is no longer relevant in the workplace; labour market demand; or, an external funding source or collaborative partner changes.
2. Appropriate consultation is carried out with relevant stakeholders to consider all information prior to a final decision being made.
3. Program suspension, cancellation or reinstatement decisions that are made as a result of non-academic matters are recommended through the administrative governance process including Deans' Council, Vice President Academic and the President.
4. Program suspension or cancellation decisions that are made largely as a result of academic matters are recommended through the academic governance process including School Council, Deans' Council, Vice President Academic, Academic Council and the President.
5. The College honours its commitment to learners who are currently enrolled in a program that is being suspended or cancelled. These learners will be provided the opportunity to complete the program through RDC within the time frame established in the Graduation, Certification and Completion Policy, or a reasonable alternative to complete the program through another post-secondary program provider.
6. The College honours its commitment to faculty and staff through the provisions of collective agreements or contracts in effect at the time of the program suspension or cancellation.

PROCEDURE:

1. The Associate Dean completes an analysis and may use information provided from the Annual Program Improvement Process, the Quality Improvement Program Review Process, or other sources (e.g. market information and consultation with stakeholders). The information and data supports the recommendation to suspend, cancel or reinstate a program using the following viability factors:

- a. student demand (applications, enrolment)
 - b. market demand (demand and opportunities for graduates)
 - c. financial (costs and revenue)
 - d. the College's comprehensive program mix and strategic directions
 - e. student success (retention and completion)
 - f. academic quality or academic integrity issues
2. The Associate Dean makes a recommendation to the Dean regarding program suspension, cancellation or reinstatement which summarizes the rationale, related to the viability factors, and implications of the recommendation.
 3. The Dean and Associate Dean consult with Program Faculty in formulating the report resulting from the analysis.
 4. The Dean conducts appropriate consultation with internal College departments regarding the recommendation as presented in the report.

A. Decision based on non-academic matters

1. The Dean makes the recommendation to suspend, cancel or reinstate a suspended program to the Vice President Academic (VPA). The VPA decides whether or not to seek advice from Deans' Council on the recommendation.
2. Deans' Council provides advice on the recommendation to the VPA.
3. The VPA considers the advice and provides a recommendation to the President.
4. The President makes the decision to suspend, cancel or reinstate a suspended program and informs the VPA.
5. The VPA informs the Dean and Academic Council.
6. The Dean informs Deans' Council annually of the status of each School's suspended program(s). Deans' Council provides the annual update to the Registrar, prior to March 15, for inclusion in the Academic Calendar.

B. Decision based on academic matters

1. The School Council provides the rationale and implications of the recommendation to Deans' Council.
2. Deans' Council provides advice to the School Council on the recommendation to suspend, cancel or reinstate a program.
3. The Dean forwards the School Council recommendation to Academic Council for recommendation to the President.
4. The President makes the decision to suspend, cancel or reinstate the program based on the recommendation from Academic Council and informs the VPA and the Dean.

C. Upon Approval

1. The Dean, or designate, submits to AAE a request to suspend, cancel or reinstate a program, due to non-academic or academic matters, including the rationale, implications and applicable recommendations from the academic or administrative governance process.

2. AAE approves the suspension, cancellation or reinstatement. Normally, the VPA or designate, communicates with AAE during this period should AAE require additional information or clarification.

3. Implementation

a. Program Suspension or Cancellation

The Associate Dean prepares a program phase-out plan in consultation with the Dean, affected program, School Council, Deans' Council, Finance, Human Resources, Student Services and the Registrar. A draft plan may accompany the Dean's initial recommendation to the VPA. The plan includes:

- Course delivery plan to 'complete' in-program students.
- Human resource phase-out.
- Budget plan for phase-out.
- Request to AAE to change the program status through PAPRS
- Communication to inform:
 - Students/applicants
 - Faculty and staff
 - Schools that provide service courses to the program
 - Service Council
 - Stakeholders
- If applicable a reinstatement plan.

b. Program Reinstatement

The Associate Dean prepares a reinstatement plan in consultation with the Dean, School Council, Deans' Council, Finance, Human Resources, Student Services and the Registrar. The plan includes:

- Request to AAE to change the program status through PAPRS
- Timetable of courses for the academic year including service courses required from other Schools.
- Communication to inform:
 - Academic Council
 - Faculty, students and staff
 - Service Council
 - Stakeholders

OFFICER RESPONSIBLE: Vice President Academic

POLICY CATEGORY: Non-Academic

RECOMMENDING AUTHORITY: Deans' Council, School Council, Deans

CONSULTATION FOR REVIEW: Deans' Council, School Councils, Registrar, Academic Policy Committee

POLICY REVIEW DATE: January 2021

EFFECTIVE DATE: January 1, 2017

REVISION HISTORY: December 5, 2012 (Credit Program Suspension or Cancellation)

January 1, 2017 (revised and renamed Credit Program Suspension, Cancellation or Reinstatement)

RELATED POLICIES:

- [Academic Calendar](#)
- [Graduation, Certification, and Completion](#)
- [Programs: Advice from Stakeholders](#)
- [Program Development and Redevelopment for Credit Programs](#)
- [Program Review](#)
- [Student Rights and Responsibilities](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.