

ACADEMIC PROGRAM INTAKE SUSPENSION, SUSPENSION & TERMINATION

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	B. Administration
Parent Policy:	B13
Approval Date:	March 11, 2025
Effective Date:	March 11, 2025
Procedure Owner:	Director, Institutional Research & Program Development

Overview:	<p>As part of its commitment to sustainable institutional operations, Olds College of Agriculture & Technology (the “College”) monitors program offerings and periodically refreshes them. Program suspensions and terminations are part of the natural life cycle of programming, and under such circumstances, the College acts in accordance with the following definitions, guidelines, and procedures.</p> <p>The following procedures align with the guidelines for program suspensions and terminations as set out by Alberta Advanced Education.</p> <p>Guidelines:</p> <ol style="list-style-type: none"> 1. Programs may be identified for suspension from within the program area or from other administrative areas of the College, in consultation with the applicable Dean and Vice President of Academic (VPA). 2. Consideration of suspension or termination of a Certificate, Diploma or Applied Degree (or any Provider and Program Registry System (PAPRS) approved program) may occur under the following circumstances: <ol style="list-style-type: none"> a. changing labour market considerations; b. modifications in regulatory requirements for a program; c. changes in legislative requirements (including those pending proclamation); d. financial or other resource constraints; e. substantive changes/redirection in a field of study; f. recommendation from a quality assurance review; g. negative assessment of program quality; and h. shifting provincial priorities. 3. Appropriate consultation is carried out to ensure that all relevant information is considered prior to a final institutional decision being made with respect to program intake suspension, program suspension and/or termination. 4. The College honours its commitment to learners who are currently enrolled in a program that is being suspended. These learners will be provided with
------------------	--

a reasonable time frame or reasonable alternative to complete the program either through the College or another quality post-secondary program provider.

5. The College honours its commitment to faculty and staff through the provisions of collective agreements or contracts in effect at the time of the suspension or termination.
6. The College may opt to suspend intake in a program for a short period of time, typically 1-2 years, to investigate the most appropriate next steps.
7. Prior to program termination, a program will be suspended until the last cohort of students have completed the program in the stated time period, or alternatively, every effort is made to accommodate student completion.
8. A suspended program may be reinstated if deemed viable based on a review and analysis of critical factors such as those stated under section 2 above. A decision for reinstatement is typically made by October 30 for a reinstatement to occur in the following academic year. Note, suspension durations can vary, depending on the suspension length originally requested by the College, or if a suspension extension was requested and granted by Alberta Advanced Education.

Procedures:

Program Intake Suspension Procedures:

1. A Program Intake Suspension Proposal is completed for Dean approval.
2. The Program Intake Suspension Proposal is submitted to the VPA for review and recommendation.
3. The VPA will take forward the recommendation to the Executive Leadership Team (ELT) for approval.
4. The Board of Governors, through the President, is informed that the program has suspended intake.
5. VPA will notify Alberta Advanced Education of the Program Intake Suspension as a courtesy.
6. An Intake Suspension Plan is developed for Dean approval.
7. Intake Suspension proceeds as per the approved Intake Suspension Plan.

Program or Major Suspension Procedures (PAPRS):

1. A Program Suspension Proposal is completed for Dean approval, including a recommendation to the VPA, including any relevant review materials or supporting documentation. *Note, the VPA, at their discretion, may also bring forward a recommendation directly.
2. VPA recommends suspension to ELT for recommendation to move to the Board of Governors
3. ELT makes a recommendation for the Board of Governors to advance the program suspension to Alberta Advanced Education through the PAPRS process.
4. Following the Board of Governors' approval, the PAPRS Program Suspension proposal is completed and submitted to Alberta Advanced Education for approval.
5. Alberta Advanced Education reviews the template and indicates whether or not the proposal is approved.
6. A Suspension Plan is developed for Dean approval.
7. Suspension proceeds as per the approved Suspension Plan.

Program or Major Termination Procedures: (completion of previous suspension procedures required)

1. Following a period of suspension, the Dean, in consultation with the VPA, determines the program is no longer viable, and termination is deemed appropriate; and a formal motion for program termination is made to ELT.

	<ol style="list-style-type: none"> 2. ELT makes a recommendation for the Board of Governors to advance the program termination to Alberta Advanced Education through the PAPRS process. 3. Following the Board of Governors' approval, the PAPRS Program Termination proposal is completed and submitted to Alberta Advanced Education for approval. 4. Alberta Advanced Education reviews the template and confirms whether approval is granted for formal program termination.
<p>Definitions:</p>	<p>Program Intake Suspension: Student intake into the program is suspended.</p> <p>Program Suspension: A complete but temporary closure of a program to new admissions and registrations while the institution continues delivering the program of study to current students and issuing parchments to graduates.</p> <p>Program Termination: Ending a program of study leading to conferral of a ministry-approved credential. Students may no longer register or be enrolled in this program, and institutions may no longer issue parchments or award credentials for that program. Once terminated, a program cannot be reactivated. In most cases, a ministry-approved suspension of the program will precede a termination proposal.</p>
<p>Related Information:</p>	<p>A15 Program Development Policy A16 Program Review Policy</p>
<p>Review Period:</p>	<p>3 years</p>
<p>Revision History:</p>	<p>New: March 2025</p>