

Policy Name	PROGRAM CANCELLATION/POSTPONEMENT		
Policy #	108	Category	100: ACADEMICS
Steward	CHAIR, PSE	Date Approved	December 13, 2023
Next Review Date		Date Reviewed or Revised	

POLICY

All Suncrest College programs are evaluated on an ongoing basis to ensure program relevancy and effectiveness. Where it is identified that there is no longer student demand for a program in the region, a program may be postponed or cancelled.

The purpose of this policy is to outline the procedures and considerations for postponement or cancellation of programs at Suncrest College. The policy aims to provide transparency and guidance in such circumstances.

PRINCIPLES

1. The College strives to offer programming that follows current government directives, and the emerging, evolving, and ongoing industry needs of the Suncrest region in a timely, yet manageable, manner.
2. Programs must be sustainable and viable; therefore, cancellation or postponement may occur due to declining enrollment or fiscal feasibility with a preference for program postponement over cancellation. Programs might also be “sunsetting” for future consideration of being re-established.
3. Communication will remain open with all stakeholders, instructors, staff, and students regarding program postponement or cancellation.
4. Program postponement or cancellation decisions that have implications for instructors and staff will comply with requirements of the relevant Collective Agreements.

SCOPE

This policy applies to programs offered at Suncrest College.

DEFINITIONS

Program Postponement - the temporary delay of a scheduled program

Program Cancellation – the end of program delivery and its removal from the program inventory

Program Sunsetting – the temporary removal of the program from the program inventory that allows for future reconsideration of feasibility

PROCEDURES

1. A minimum of two months prior to the program's start date, program staff identify programs at risk of postponement/cancellation.
2. Collaborate with Recruitment, Marketing, and Advisors for a final attempt to increase interest/viability of program.
3. Consult with Academic Planning Council.
4. Complete the Go/No Go Program Decision Making Template.
5. Advise Executive, through the VP, Academics and Learner Experience, of the recommendation. Program cancellation decisions and / or final approvals are the authority of the President and CEO.
6. If instructor positions are affected, consult with HR and then meet with instructors to inform them of program decision.
7. Advise Registrar and Broker/Partners of program decision.
8. Contact applicants for upcoming year, advise of program decision, and offer alternative courses for consideration.
9. Advise Marketing and Learner Services of program decision so they can amend marketing strategies and advising services accordingly.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

- Saskatchewan Regional Colleges Collective Bargaining Agreement 2016-2022
Article 11.1 – Notice of Lay-Off and/or Job Abolition

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- Saskatchewan Polytechnic - [Program Deferral, Suspension, Deletion and Reinstatement Policy](#)
- Northlands College - [Program Review Policy](#)
- Suncrest College - [Go/No Go Program Decision Making Template](#)
- Suncrest College – Academic Planning & Programming ([Parkland B-10](#) / [Cumberland 322](#))