

## AC402 PROGRAM SUSTAINABILITY – SUSPENSION AND CANCELLATION

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| <b>Policy Title:</b>   | Program Sustainability – Suspension and Cancellation                                                                                                             |
| <b>Policy Number:</b>  | AC402                                                                                                                                                            |
| <b>Owner:</b>          | Sr. Vice President, Academic and Student Success                                                                                                                 |
| <b>Approved by:</b>    | Senior Leadership Team                                                                                                                                           |
| <b>Effective Date:</b> | September 2026                                                                                                                                                   |
| <b>Reference:</b>      |                                                                                                                                                                  |
| <b>See also:</b>       | Minister’s Binding Policy Operating Procedure: 3.0 Programs<br>College Credentials framework<br>SEM EP Integrated planning schedule<br>SEM Intake change process |

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

### BACKGROUND

#### Definitions:

SEM EP – Strategic Enrolment Management Enrolment Planning Committee

SEM AC – Strategic Enrolment Management Advisory Committee

SLT – Senior Leadership Team

Program – a group of related courses leading to a diploma, certificate, honours degree or other credential awarded by the Board of Governors or St. Lawrence College

Suspended Program – a program into which the college has decided not to admit first year or beginning level students

Cancelled Program – a program the college is no longer offering and in which no students are enrolled

Sustainability Review—a process by which the parameters of a program are reviewed in consideration of recommending suspension of intake or cancelation.

#### Purpose:

The College’s program mix is dynamic and made up of a changing group of programs designed to meet student demand, satisfy employer needs and respond to the requirements of industry and the economy. The sustainability of college programming

occurs in the context of a continuum that includes new program development, curricular renewal of existing programs, and the discontinuation of programs that are no longer viable. This policy provides the framework for the discontinuation of a program that is required by budgetary factors, changing student interests or needs, changes in SLC's Strategic Mandate Agreement, and/or major shifts in the marketplace. It covers both routine program reviews based on multiple factors, and accelerated reviews based on low student applications for a specific intake. This policy includes the college's commitment to students if a program is suspended or cancelled.

**Scope:**

This policy applies to all programs offered by St. Lawrence College onsite, online and through partner institutions.

This policy does not preclude the cancelation of any one semester intake, nor the postponement of a new program to launch, if applications for that semester intake are insufficient for financial viability.

The policy does not apply to Local Board Certificate programs.

## **POLICY STATEMENTS**

1. The decision to suspend or cancel a program is a SEM supported activity based on an assessment of a variety of program sustainability factors, including, but not limited to:
  - a. Student application and enrolment trends
  - b. Graduation rate trends
  - c. Student satisfaction trends
  - d. Graduate satisfaction trends
  - e. Graduate employment trends
  - f. Industry trends and directions (Labour market intelligence)
  - g. Program Advisory Committee feedback
  - h. College strategic directions
  - i. Program revenue and expenses
  - j. Program Team input
  - k. Campus viability considerations
  - l. Strategic Mandate Agreement

2. It is the responsibility of SEM EP to annually identify programs that warrant a full examination to determine continued viability. This is completed as part of the SEM annual integrated enrolment planning schedule. The decision to recommend a program for Sustainability Review can be made by the committee due to any combination of factors listed above.
3. Additionally, it is the responsibility of SEM EP to identify any program, for which the application numbers are insufficient to reasonably result in a viable program intake as per the integrated planning schedule and stated annual go-no-go dates to ensure the most optimal student experience.
4. Sustainability Review of Programs may result in the following decisions:
  - a. Sustainable/Watch list:
  - b. Continue without focused monitoring and develop mitigation plans for success.  
Continue with focused monitoring after mitigation plans have been put into place.  
This phase of monitoring will be for one year followed by further recommendation. Suspend intake:
    - i. Suspend intake while revising program: Work on revision of program for re-launch.
    - ii. Suspend intake temporarily due to low application numbers: conduct a full sustainability review prior to any decision to cancel or revise the program.
    - iii. Suspend intake and move toward cancelation: phase program out as current students complete their studies
  - c. Not sustainable—cancel program:  
Programs deemed not sustainable may be discontinued to allow for investment in other program areas of strategic interest.
5. Decisions resulting from this policy will be actioned using the program change process to ensure individual hardship resulting from the discontinuation of a program that St. Lawrence College undertakes are mitigated.

## MONITORING

It is the responsibility of SEM AC to ensure adherence to the policy and to interpret the policy.

#### NEXT POLICY REVISION DATE

September 2031

#### SPECIFIC LINKS

[Minister's Binding Policy Operating Procedure: 3.0 Programs](#)