

AC402 PROGRAM SUSTAINABILITY – SUSPENSION AND CANCELLATION

| | |
|-------------------------------|---|
| Policy Title: | Program Sustainability |
| Policy Number: | AC402 |
| Owner: | Sr. Vice-President Academic |
| Approved by: | College Executive Team |
| Effective Date: | September 2021 |
| Reference: | |
| Links to Other Policy: | Minister’s Binding Policy Operating Procedure: 3.0 Programs |

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 Committee – Strategic Enrolment Management Committee

CET – College Executive Team

Program – a group of related courses leading to a diploma, certificate, honours degree or other document awarded by the Board of Governors

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 for 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 review based on multiple factors, and accelerated review 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 launch, if applications for that particular 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 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
 - g. Program Advisory Committee feedback
 - h. College strategic directions
 - i. Program revenue and expenses
 - j. Program Team inputCampus viability considerations
 - k. Strategic Mandate Agreement

2. It is the responsibility of Dean, in consultation with the Sr. Vice-President, Academic, to annually identify programs that warrant a full examination to determine continued viability. This is typically done in May/June when program costing is released. The decision to recommend a program for Sustainability Review can be made due to any combination of factors listed above.
3. Additionally, it is the responsibility of the Dean, in consultation with the Sr. Vice-President, Academic to identify any program, for which the application numbers are insufficient to reasonably result in a viable program intake prior to the 'equal consideration date for admission' date in a given year. An accelerated review decision should be made prior to letters of offer being issued to prospective students.
4. Sustainability Review of Programs may result in the following decisions:
 - a. Sustainable:
 - i. Continue without focused monitoring: sustainability review concludes that for one or more reasons the program should continue. Continue to monitor on a regular basis.
 - ii. Continue with focused monitoring: take care to incorporate recommendations identified during the sustainability review. The focused monitoring period will typically be for one year. The program is monitored and may be identified for suspension (as detailed below Appendix A: Procedures).
 - b. 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. In order to avoid or reduce individual hardship resulting from the discontinuation of a program, St. Lawrence College undertakes:
 - a. To phase-in any discontinuation in order to allow currently enrolled students in good standing to complete their program through the College;
 - b. To give prospective students timely notice that action to discontinue the program has been initiated;
 - c. To make every effort to offer students admission to alternative programs, as appropriate;
 - d. To inform faculty members in the program as soon as possible when a decision to conduct a full program sustainability review is made;
 - e. To inform faculty members of the program as soon as possible of the review outcomes.

MONITORING

It is the responsibility of the Senior Vice President, Academic and the Deans/Associate Deans to ensure adherence to the policy and to interpret the policy.

POLICY REVISION DATE

September 2026

SPECIFIC LINKS

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