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**MEMORANDUM**

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**ATTENTION** Senate  
**FROM** Jon Driver, Vice-President, Academic and Provost, and Chair, SCUP  
**RE:** Suspension of Admissions and Program Termination Process (SCUP 09-42R)

**DATE** October 13, 2009  
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At its October 7, 2009 meeting SCUP reviewed and approved the process for Suspension of Admissions and Program Termination.

**Motion**

That Senate approve the process for Suspension of Admissions and Program Termination.

encl.

c: S. Dench

## SIMON FRASER UNIVERSITY

### Suspension of Admissions and Program Termination

From time to time, it may be necessary to suspend admissions to a program or terminate a program. Such proposals must be comprehensively documented in order to ensure that all consequences have been investigated thoroughly.

A proposal to terminate a program or to suspend admissions to it may be initiated by a Chair, Director or Faculty Dean, or by a Department, School, or Faculty (or committee thereof), but will be submitted for consideration from the governing bodies described below by the appropriate Faculty Dean.

Normally, a program will not be recommended for termination unless (a) there are no students currently enrolled in the program, or (b) admissions to the program have been suspended for at least two semesters.

#### **Committee Approvals Required**

A proposal to suspend admissions to a program will be considered by the following committees:

- SCUS or SGSC
- SCUP

A proposal to terminate a program will be considered by the following committees:

- SCUS or SGSC
- SCUP
- Senate
- Board of Governors

Prior to a proposal being forwarded to SCUS or SGSC by a Faculty Dean, there must be consultation with appropriate Departmental, School and/or Faculty committees.

In some circumstances, the university may be required to consult with the Ministry responsible for post-secondary education.

Recommendations to terminate programs that have remained in the SFU Calendar but have no enrolled students may be considered for fast-tracking directly to the Senate level upon request of a Faculty Dean to the Vice-President Academic.

## **Format for the Proposal**

Proposals to suspend admissions or to terminate a program must present the rationales in a clear and comprehensive manner. Proposals must provide sufficient information to allow all committees to fully understand the rationales for and consequences of suspension or termination, so as to meet SFU's standard of open, accountable, academic governance.

The proposal to suspend admissions to a program must include the following:

1. All impacted credentials, levels and categories of the degree, and specific discipline or field of study;
2. Location of the program;
3. Faculty(ies), Department(s), or School(s) offering the program;
4. Proposed date for suspension;
5. Reasons for suspension of admissions, such as:
  - a. Insufficient resources
  - b. Lack of enrollment demand
  - c. Curricular issues
  - d. Inability to provide appropriate educational environment and/or supports
6. Plan for suspension, including:
  - a. Steps taken to consult with students
  - b. Steps taken to consult with impacted instructors and staff
  - c. Steps taken to ensure students in the program have the opportunity to complete the program
  - d. Confirmation of consultation with other impacted departments and Faculties
7. Draft Calendar entry detailing suspension of admissions to the program;
8. Name, title, phone number and email address of the institutional contact person in case more information is required (normally, the Dean of the Faculty in which the program is housed).

Suspension of admissions to a program does not necessarily result in the termination of a program, and may be for a variety of reasons as indicated in point #5, above.

The proposal to terminate a program must include the following:

1. All impacted credentials, levels and categories of the degree, and specific discipline or field of study;
2. Location of the program;
3. Faculty(ies), Department(s), or School(s) offering the program;
4. Anticipated final dissolution date;
5. Reasons for termination of the program, such as:

- a. Insufficient financial resources
  - b. Lack of enrollment demand
  - c. Curricular issues
6. Plan for phasing-out of program, including:
- a. Steps taken to consult with students
  - b. Steps taken to consult with impacted instructors and staff
  - c. Steps taken to ensure students in the program have the opportunity to complete the program
  - d. Description of the reallocation of any remaining program and associated resources when program is terminated
  - e. Confirmation of consultation with other impacted departments and Faculties
  - f. Impacts on and/or reorganization of curriculum in cognate disciplines
  - g. Timeline of activities
7. Name, title, phone number and email address of the institutional contact person in case more information is required (normally, the Dean of the Faculty in which the program is housed).