**Information Requirements for Proposals to Terminate Programs**

**Guidelines**

The purpose of these Information Requirements is to outline the information required to allow an external reader to assess that the proposed program termination appears warranted.

A proposal for a program termination should be submitted when the university intends to no longer admit students and to remove the program from its offerings. A proposal should also be submitted when a program has become inactive: that is, the institution(s) has (have) not admitted and/or graduated a student in the program for a period of four years (or the normal timeframe through which one cohort could complete the program).

Please note that should a program be terminated as a result of the introduction of a new program, and to avoid the need to submit a separate proposal for its termination, the program proposal for the new program should include information on the transition from the existing to the new program, including a phase-out plan for the program being terminated.

For further information on the Commission’s program assessment process, please refer to the full policy document, *Academic Program Assessment Prior to Implementation*. Institutions are also encouraged to contact MPHEC staff should they have questions regarding their program proposal.

**The MPHEC acknowledges that institutions may not be able to meet every information requirement. The absence of information must, however, be noted and explained.**

**Information Requirements**

1. **Program Identification**
	1. Submitting institution(s)

Click here to enter text.

* 1. Faculty(ies)

Click here to enter text.

* 1. School(s)

Click here to enter text.

* 1. Department(s)

Click here to enter text.

* 1. Program name

Click here to enter text.

* 1. Program type (e.g., undergraduate, master’s, doctorate, etc.)

Click here to enter text.

* 1. Credential(s) granted

Click here to enter text.

1.8 Proposed termination date Select Date

1.9 Institutional program code(s), as stored in the post-secondary institution’s administrative files, that is reported under the Post-Secondary Student Information System (PSIS) (element IP 2000)

 Click here to enter text.

* 1. Dates of Senate (or equivalent) and Board approval of the proposed program termination

(1) Senate Select Date (2) Board Select Date

1. **Description of the Proposed Program Termination**

2.1 Rationale for the program termination.

Click here to enter text.

2.2 Description of the timeframe/phase-out plan for the existing program and students.

 Click here to enter text.

 2.2.1 Date new registrations will no longer be permitted/accepted Select Date

2.2.2 Anticipated date of completion of last student Select Date

2.2.3 Alternative programs for existing students, if any

Click here to enter text.

2.3 Describe the impact the termination of this program will have on existing programs at the University (e.g., a reduction in elective offerings or cross-listed courses) and how this will be addressed.

Click here to enter text.

2.4 In the case of professional, semi-professional, articulated, other collaborative, and programs requiring a work placement, other stakeholders and/or partners may be involved. Stakeholders may play a role in many ways, for example, in program delivery, accreditation, or student placements, and, in some instances, be responsible for the supply side of graduates from particular programs (e.g., teacher education programs, health and health-related programs, law, social work, criminology, foods and nutrition programs, articulated programs). In general for these types of programs, or other programs which directly involve other stakeholders, institutions must provide:

 2.4.1 Evidence that other institutions and stakeholders involved have been consulted

Click here to enter text.

2.4.2 Verification/confirmation from stakeholders that planned program terminations are known and agreed upon. (This could include governments, public and private institutions, community colleges, other universities.)

Click here to enter text.

**3. Additional Information**

3.1 Any other information the institution feels will assist the MPHEC in its understanding of the proposed termination. Reports of internal and external review would be helpful.

Click here to enter text.

**Appendices**

Please ensure that **each of the following are appended/included**, as applicable, when submitting a completed program proposal:

[ ]  A list of appendices to the program proposal

[ ]  Reports from internal or external assessments

[ ]  Letter of support for the proposed program termination from other involved partners

[ ]  Letter of AACHHR support (for health-related programs)

**Checklist**

[ ]  All the information requirements have been addressed

[ ]  All relevant appendices are enclosed

[ ]  The phase-out plan has been described

[ ]  List of program codes is provided

[ ]  Any additional information that might help the MPHEC in its understanding of the proposed program termination

[ ]  Signature (or appended letter) confirming the collaborative submission, and principal applicant, where applicable