

Appendix 2D

Guidelines and Information Requirements for Proposals to Terminate Programs

GUIDELINES

The purpose of these Guidelines and 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, a separate proposal for the termination is not required, provided the information on the transition from the existing to the new program, including a phase-out plan for the program being terminated, has been submitted as part of the proposal for the new program.

For further information on the Commission's program assessment process, please refer to the full policy document, *Policy on Quality Assurance: 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

- 1.1 Submitting institution(s)
- 1.2 Faculty(ies)
- 1.3 School(s)
- 1.4 Department(s)
- 1.5 Program name
- 1.6 Program type (e.g., undergraduate, master's, doctorate, etc.)
- 1.7 Credential(s) granted
- 1.8 Proposed termination date
- 1.9 Institutional program code, as stored in the post-secondary institution's administrative files, that is reported under the Post-Secondary Student Information System (PSIS) (element IP 2000)
- 1.10 Dates of Senate (or equivalent) and Board approval of the proposed program termination

2. Description of the Proposed Program Termination

- 2.1 Rationale for the program termination

- 2.2 Description of the timeframe/phase-out plan for the existing program and students
 - 2.2.1 Date new registrations will no longer be permitted/accepted
 - 2.2.2 Anticipated date of completion of last student
 - 2.2.3 Alternative programs for existing students, if any
- 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.
- 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
 - 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.)

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.

APPENDICES

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

- ✓ Reports from internal or external assessments
- ✓ Letter of support for the proposed program termination from other involved partners
- ✓ Letter of AACHR 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