Policy Name	**Program Deferral, Suspension, Deletion and Reinstatement**		
Policy #	**121**	Category	**Academic**
Policy Sponsor	**Associate Vice-President, Learning and Teaching**	Previous Revision Date	**N/A**
Policy Approved by	**President & CEO**	Issue or Revision Date	**February 7, 2022**
Procedures Approved by	**Provost and Vice-President, Academic**	Review Date	**See Policy Approval Date or As Needed**

See the related POLICY.

DEFINITIONS

Program: a defined set of credit courses and other requirements leading to a credential in a specific field of study. Definitions and requirements of program credentials are contained in the Credential Qualification Framework.

Deferral: delaying the scheduled intake of students, and start of program delivery for these students, from one term to a later term within the same academic year.

Suspension: temporary hiatus of program delivery that is at least one academic year in duration.

Deletion: the end of program delivery and its removal from the program inventory.

Reinstatement: reversal of suspension or deletion to allow a program to be delivered and added to the program inventory (if previously deleted).

PROCEDURES

1. Approval Required

    1.1   Approvals required for program deferral, suspension, deletion, and reinstatement are documented in Policy 101 Academic Authorities Grid and related Procedures.

2. Standards

    2.1   Programs will be considered for deferral, suspension, deletion, or reinstatement based on factors related to:

        i.   alignment with strategic direction;
        ii. industry and labour market need;
        iii. student demand trends;
        iv. financial sustainability; and
        v.   resources required.

2.2 The Program Vitality Index will be reviewed to identify programs for deferral, suspension, deletion, or reinstatement consideration. A detailed examination of such programs will be undertaken by holistically considering supplementary programs-based data and indicators (outside the Program Vitality Index), financial review, and other pertinent information as required.

3. Process

3.1 Deferral

    3.1.1 Programs requiring deferral will be identified by the program dean. A deferral will not exceed one academic year.

    3.1.2 Decisions to defer a program for more than one academic year will be deemed a program suspension and will follow the suspension process.

    3.1.3 Program deferrals will be submitted to SALT for consideration and decision on or before the following timelines:

- Fall semester: January prior to the new academic year
- Winter semester: October of the current academic year
- Spring or Summer semester: January of the current academic year

In exceptional and extenuating circumstances, SALT may consider submissions outside of these timelines, at the discretion of the Provost and VP Academic.

    3.1.4 All impacted students will be notified of the deferral.

3.2 Suspension

    3.2.1 Prior to program deletion, a program will be suspended until the last intake of students has completed the program in the stated time period as determined by the program dean. Final decisions related to a program suspension will be made in accordance with Policy 101 Academic Authorities Grid and related Procedures no later than January 31st of the current academic year for suspension to occur in the following academic year. This will allow for sufficient time for notifications.

    3.2.2 Programs will be identified for suspension by school leadership, initially through review of the Program Vitality Index followed by a detailed examination of program health by holistically considering supplementary programs-based data and indicators, financial review, and other pertinent information as required.

    3.2.3 The suspension plan will be developed in consultation with the relevant support services and must address:

        3.2.3.1 student considerations and providing opportunities for completion of the credential;

        3.2.3.2 faculty considerations according to the Saskatchewan Polytechnic Faculty Association collective agreement;

        3.2.3.3 staff considerations according to the Professional Services Bargaining Unit collective agreement;

3.2.3.4 communication to inform:

- program students, faculty, and staff;

- other programs that may be impacted;

- units including Continuing Education, Enrolment Services, Student Services, Quality Assurance and Learner Pathways, Human Resources, Advancement, and Communications and Marketing;

- industry/community stakeholders including Program Advisory Committee members; and

3.2.3.5 a timeline for implementation.

3.3 Deletion

3.3.1 Following the suspension period and after the last intake of students has completed the program, final decisions related to a program deletion will be made in accordance with Policy 101 Academic Authorities Grid and related Procedures no later than January 31st of the current academic year for deletion to occur in the following academic year.

3.3.2 The program dean will be responsible for notifying Continuing Education, Enrolment Services, Student Services, Quality Assurance and Learner Pathways, Human Resources, Advancement, and Communications and Marketing of the deletion. All impacted students will be notified of the deletion.

3.4 Reinstatement

3.4.1 A suspended or deleted program may be reinstated after one year, if deemed viable based on a subsequent review and analysis of critical factors as outlined above and/or major program revisions have taken place.

3.4.2 Final decisions related to a program reinstatement will be made in accordance with Policy 101 Academic Authorities Grid and related Procedures no later than January 31st of the current academic year for reinstatement to occur in the following academic year.

3.4.3 Internal notifications, as per a new program implementation, are required for a reinstated program. All impacted students will be notified of the reinstatement.