

	Policy No.	Replaces	Policy
	S2013-2		Senate
	Policy Name		
Teaching Out of Discontinued Programs			
Approved by	Responsibility		Category
Senate	Senate		
Date Issued	Date Revised	Next Review	Related Policies, Reference
March 2013	March 2015	March 2018	B.102 Discontinuance of Programs and Courses S2009-03 Requirements for Credentials

Purpose

This policy is to provide direction regarding the teaching out for students currently enrolled in programs that are discontinued.

Scope

This policy relates to all academic programs at Capilano University including but not limited to Bachelor Degrees, Associate Degrees, Diplomas, and Certificates.

Policy Statement

Capilano University is committed to provide students who are currently registered in their programs a reasonable opportunity to complete the program if the program is discontinued.

Procedures/Guidelines

1. Students currently registered in a Capilano University program normally will be provided a minimum of one term notice when the program is being discontinued.
2. The discontinuation of a program will follow this process:
 - a. The initial step is not to accept new applicants to the program.
 - b. Discontinuation of the first year of the program,
 - c. Discontinuation of the second year of the program,
 - d. Discontinuation of the third year of the program,
 - e. Discontinuation of the fourth year of the program.
 - f. Discontinuation in sequence of any subsequent years of the program.
3. Capilano University will offer the required courses for students up to the year they would have normally completed the program. Appropriate substitute courses may replace previously required courses after consultation with the program area and the Registrar's office. These substitutions may take place at another post-secondary institution. Credit will be applied toward their Capilano University credential.