
	Procedure Number	Department Responsible
	B.104.1	Office of the President
	Procedure Name	
Discontinuance of Programs or Courses Procedure		
Policy This Procedure is Under		Next Policy Review
B.104 – Discontinuance of Programs or Courses		February 2019
Date Issued	Date Revised	Related Procedures, Reference
Feb. 16, 2016		Policy S2013-2 Teaching Out of Discontinued Programs

1. RATIONALE AND CONSULTATION

- 1.1** All program or course discontinuance will be based on a written proposal providing the rationale for discontinuance. Reference must be made to the criteria set out in Policy B.104 – Discontinuance of Programs or Courses.
- 1.2** Before completing the proposal, its author must consult with all relevant individuals. Evidence of that consultation, and consideration of feedback received, must be included in the proposal. The manner and extent of consultation must be proportional to the magnitude of the discontinuance.
- 1.3** In the case of course discontinuance, consultation must include:
- (a) the Registrar’s Office; and
 - (b) affected faculty members, department or functional area.
- 1.4** In the case of program discontinuance, consultation must include the parties listed in section 1.3, above, plus:
- (a) the Chair or Coordinator of the program; and
 - (b) the Dean’s Advisory Committee or Academic Planning Committee for the program’s faculty.
- 1.5** The proposal author may also wish to consult the following parties, depending on the circumstances:
- (a) First Nations Student Services;
 - (b) Capilano Student’s Union;
 - (c) Program Advisory Committee;
 - (d) For service courses, teaching faculty in the service area; and
 - (e) Accessibility Services.


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2. PROCEDURE: COURSE DISCONTINUANCE INITIATION

- 2.1** Normally, a course discontinuance proposal will be written by the Chair of the School or Division or the Coordinator of the Program that houses the course.
- 2.2** The Chair must submit a completed course discontinuance proposal to the Dean. The Dean may:
- 2.2.1** reject the proposal with reasons provided to the Chair;
 - 2.2.2** require further steps be taken and the proposal rewritten; or
 - 2.2.3** accept the proposal.
- 2.3** Twice a year, the Dean will send all course discontinuance proposals that have been accepted to the Vice-President Academic and Provost.

3. PROCEDURE: PROGRAM DISCONTINUANCE INITIATION

- 3.1** Normally, a program discontinuance proposal will be written by the Dean of the faculty that houses the program.
- 3.2** The proposal must state the plan for conforming to Policy S2013-2 Teaching Out of Discontinued Programs.
- 3.3** The Dean must submit a program discontinuance proposal to the Vice-President, Academic and Provost.
- 3.4** Upon receiving a program discontinuance proposal, the Vice-President, Academic and Provost may:
- 3.4.1** reject the proposal with reasons provided in writing to the Dean;

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3.4.2 require further steps be taken and the proposal rewritten; or

3.4.3 accept the proposal as presented.

4. PROCEDURE: PROGRAM OR COURSE DISCONTINUANCE APPROVAL

4.1 The Vice-President, Academic and Provost will present an accepted proposal to the Board or designated Board Committee.

4.2 The Board or committee will send the proposal to Senate with a request for advice. The Board or committee may specify areas it would like the advice to focus on, but the scope of Senate’s advice is not limited by such a request. The Board will wait for the advice of Senate before making a decision.

4.3 The Board or committee may set a deadline for advice to be returned from Senate provided that deadline is reasonable in light of Senate’s schedule and current commitments.

4.4 Senate may delegate the task of providing advice on discontinuance to a Senate committee, either generally or in specific cases. Senate will vote on whether to adopt a committee’s recommendations before that advice is sent to the Board.

4.5 The Board will make the final decision on whether to discontinue the program(s) and/or course(s). In making its decision, the Board must consider the advice of Senate and, if the advice is not followed, the Board will present a written rationale.

4.6 The Board’s and Senate’s consideration of a discontinuance proposal will be guided by the written proposal and the criteria in Policy B.104 – Discontinuance of Programs or Courses.