

	Policy No.	Officer Responsible	
	B.104	President	
	Policy Name		
Discontinuance of Programs or Courses			
Approved by	Replaces	Category	Next Review
Board		C	February 2020
Date Issued	Date Revised	Related Policies, Reference	
May 13, 2014	Nov 17, 2015	S2013-02 Teaching Out Suspended or Discontinued Programs	

1. PURPOSE

This is the Board’s educational policy on temporary or permanent discontinuance of University courses and programs in accordance with Section 35.2(6) (b) of the *University Act*. In developing this policy the Board sought, and received, the advice of the Senate.

2. SCOPE

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

This policy does not apply to changes that are part of the ongoing management of the Faculties, including changes in location, changes in mode of delivery, or courses operating on a schedule requiring discontinuation for a limited term only (i.e. courses offered every other term, every other year, or every two years).

3. POLICY STATEMENT

Capilano University shall pursue a transparent and thorough process for determining the discontinuance of courses and programs. Consistent with the University Act, the Board may approve discontinuance of any course or program after seeking the advice of the Senate.

The University Executive shall, if recommending any course or program for discontinuation, present recommendations and rationale to the Board. Prior to the final decision, the Board will seek advice from the Senate regarding the recommendations.

The Board’s decision on discontinuance of any course or program will be informed by the advice of Senate and by consideration of the strategic and academic goals of the University, the quality of the student experience, and the best practices of learning and teaching, including such criteria as the Board considers relevant in each case, which may include the following:

- (a) student demand for courses or programs;
- (b) breadth and depth of student opportunities;

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- (c) appropriate physical space and equipment;
- (d) availability and appropriate credentialing of faculty;
- (e) academic integrity and the quality of course and program offerings;
- (f) contribution to community, institutional, scholarly, and social environments;
- (g) building on institutional strengths and cross-institutional partnerships;
- (h) contribution to Capilano University's reputation, aspirations, and role as a special purpose teaching university;
- (i) meeting the University's targets, mandates, and obligations;
- (j) economic sustainability and fiscal contribution to the institution; or
- (k) labour market needs and expectations.

The foregoing is not intended to be an exhaustive list, nor does the order of the foregoing reflect the relative importance of any of the listed considerations. In each case the Board shall consider such matters as it finds relevant.

The final decision regarding course and program discontinuation rests with the Board.