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Guidelines to Propose Discontinuing a Program, Major, Minor or Stream

Background:

The procedures outlined in this memorandum identify how academic units can propose the discontinuation of a program (degree or non-degree), major or minor for bona fide academic reasons, such as:

- change in a discipline makes them obsolete, and/or
- change in enrolment and demand makes them unsustainable.

Procedures:

1. The Chair of an academic unit consults with the Dean of the Faculty about data demonstrating bona fide academic reasons, e.g., obsolescence or unsustainability, and about the possible impact of discontinuing the program, major, minor or stream.
2. The Chair consults with faculty members of the academic unit to gain consensus about the proposal to discontinue.
3. The Chair consults with Deans, including the Dean of the Faculty of Graduate Studies when relevant, and Chairs of other academic units whose programs and students may be affected by the discontinuation of the program, major, minor or stream.
4. If the above consultations demonstrate a consensus about obsolescence or unsustainability, the Chair will have a Memorandum to Propose Discontinuing a Program, Major, Minor or Stream (see below) prepared to propose the discontinuation to:
 - a. the relevant Department or School Curriculum Committee,
 - b. the Dean of the Faculty of Graduate Studies and the Executive Council of the Faculty of Graduate Studies, if the proposal concerns a graduate program or stream,
 - c. the Dean of the relevant academic Faculty and that Faculty's Curriculum Committee,
 - d. the Chair of the Senate Committee on Academic Planning, and
 - e. the Chair of the Senate Committee on the Curriculum.
5. Once the proposal has been approved at the academic unit and Faculty levels, a copy of the Memorandum to Propose Discontinuing a Program, Minor, Major or Stream signed by the Chair and Dean is forwarded to the Senate Committee on Planning and the Senate Committee on the Curriculum.
6. If the Senate Committee on Planning approves the proposal, the Senate Committee on the Curriculum will review and, if appropriate, approve relevant course and curriculum changes.
7. If the discontinuation of the program might result in the layoff of a faculty member subject to the faculty/librarian collective agreement, these procedures must be modified to comply with Article 65 (Program Discontinuance) of that collective agreement.

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Memorandum:

The Memorandum should set the proposal to discontinue within the context of accurate data that demonstrate the program is obsolete and/or unsustainable. Include in a concise statement of no more than 2 pages the following information:

1. The dates when the program, major, minor or stream was approved and first admitted students.
2. The most recent 3 to 5 years enrolment and graduation numbers as well as an explanation of how these demonstrate the need to discontinue.
3. A brief statement explaining changes in the discipline that make the program obsolete or unable to attract a viable cohort of students.
4. A brief statement explaining what provisions will be made to ensure any students currently enrolled in the program, major, minor or stream can complete their program of study if discontinuation is approved.
5. Specify the date when discontinuation is proposed to take effect.
6. Specify the date when the discontinuation was approved by the Department or School Curriculum Committee as well as the Faculty Curriculum Committee.
7. Submit to the Senate Committee on Planning and the Senate Committee on the Curriculum, the memorandum signed and dated by the Chair of the academic unit, the Chair of the Faculty Curriculum Committee, and the Dean of the relevant Faculty.
8. Attach to the memorandum, letters of support from those Chairs and Deans of other academic units whose students may be affected by the discontinuation.

If the discontinuation of the program might result in the layoff of a faculty member subject to the faculty/librarian collective agreement, the Memorandum must also contain the information required in Article 65 (Program Discontinuance).