



## CREDIT PROGRAM AND COURSE SUSPENSION AND CANCELLATION POLICY

|                     |                                                 |                        |      |
|---------------------|-------------------------------------------------|------------------------|------|
| Policy Area:        | Academic                                        |                        |      |
| Policy Number:      | PCSPL_2606N_BG/PVPA                             |                        |      |
| Policy Sponsor:     | Provost & Vice President Academic               |                        |      |
| Policy Contact:     | Office of the Provost & Vice President Academic |                        |      |
| Applies to:         | Employees                                       |                        |      |
| Authority:          | <i>College and Institute Act</i>                |                        |      |
| Approval Authority: | Board of Governors                              |                        |      |
| Approval Date:      | June 23, 2026                                   |                        |      |
| Effective Date:     | July 1, 2026                                    |                        |      |
| Replaces or New:    | New                                             |                        |      |
| Last reviewed:      | June 2026                                       | Scheduled review date: | 2031 |
| Procedures:         | <i>None.</i>                                    |                        |      |

### 1. Policy Statement

College Programs and Courses follow a lifecycle of development, renewal, and Retirement, and each stage affects the overall program mix of the College. Program and Course Suspensions, Cancellations and Retirements are therefore necessary to support a healthy and sustainable academic ecosystem.

### 2. Purpose

This policy outlines the considerations guiding the Suspension, Cancellation or Retirement of Credentialed Programs and Courses at the College, recognizing that final authority resides with the Board of Governors in accordance with section 19(1)(d) of the College and Institute Act (CIA).

### 3. Scope and Application

This policy applies to Credit Programs and Credit Courses that lead to a College credit Credential. It does not apply to non-credit courses or programs that lead to a College non-credit Credential (see [Table 1](#)).

#### 4. Definitions

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Academic Calendar (or Calendar)</b>          | Means the official record listing the Credit Programs and Credit Courses, Non-Credit Programs and Non-Credit Courses and Credit and Non-Credit micro credentials available to be offered by the College, including admission and completion requirements. <a href="https://www.okanagan.bc.ca/calendar">https://www.okanagan.bc.ca/calendar</a>                                                                                  |
| <b>Academic Credit</b>                          | Means the value assigned to a Credit Course or some other form of learning that counts toward Credit Program or Credential completion. <sup>1</sup> Academic Credit(s) are numerical values assigned to Courses or learning activities, representing the amount of learning achieved, commonly relating to instructional hours or learning outcomes. <sup>2</sup> Academic Credit may be applied at the Course or Program level. |
| <b>Cancel/Cancellation</b>                      | Means the decision by the Board of Governors to remove Credit Course and/or Program from the institution's Academic Calendar after having received advice from Education Council.                                                                                                                                                                                                                                                |
| <b>Credential</b>                               | Means the official recognition granted by Okanagan College or SkilledTradesBC that verifies the successful completion of a credit or non-credit program or stage of study.                                                                                                                                                                                                                                                       |
| <b>Credit Course</b><br>(also <b>Course</b> )   | Means an organized and coherent unit of curriculum with specified learning outcomes or competencies, content, and assessment, that is assigned Academic Credit or a contact hour value, and offered by Okanagan College independently or as part of a Credit Program.                                                                                                                                                            |
| <b>Credit Program</b><br>(also <b>Program</b> ) | Means a set of Credit Courses or other academic requirements that leads to the awarding of a Credential that meets the requirements of SkilledTradesBC, the BC Post Secondary Institutional Proposal System, the BC Degree Quality Assessment Board, or the Minister assigned the post-secondary or skilled trades portfolio.                                                                                                    |

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<sup>1</sup> [www.bccat.ca/pubs/WhatAcademicCred.pdf](http://www.bccat.ca/pubs/WhatAcademicCred.pdf)

<sup>2</sup> [www.qaa.ac.uk/docs/qaa/quality-code/what-is-credit-guide-for-students.pdf](http://www.qaa.ac.uk/docs/qaa/quality-code/what-is-credit-guide-for-students.pdf) & [www.bccat.ca/pubs/WhatAcademicCred.pdf](http://www.bccat.ca/pubs/WhatAcademicCred.pdf)

|                                |                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education Plan</b>          | Means the list of Credit Programs and/or Courses that are planned to be provided by the institution in any single academic year (July 1 – June 30). It does not address when, where, or how any given Course, section, and/or Program will be scheduled during the academic year. It will normally be provided to the Board annually. |
| <b>Inactive</b>                | Means a Credit Program or Course that has not admitted and/or enrolled students for two Education Plans and is identified for review. Inactive status is descriptive only and does not result in cancellation or changes to system records.                                                                                           |
| <b>Reactivate/Reactivation</b> | Means the formal approval to reinstate a previously Inactive or Suspended Program or Course as an approved academic offering, making it eligible to be listed in the Academic Calendar and offered to students, subject to current academic standards and governance requirements.                                                    |
| <b>Retire/Retirement</b>       | Means the removal of a Credit Program or Credit Course from the Academic Calendar following Cancellation.                                                                                                                                                                                                                             |
| <b>Suspend/Suspension</b>      | Means the decision by the Board of Governors to cease accepting new incoming students into a Credit Course and/or Credit Program for the purpose of course and/or program renewal or cancellation.                                                                                                                                    |
| <b>Suspension Period</b>       | Means a period of time when a Credit Program or Credit Course with currently enrolled students is being considered for renewal or Cancellation to ensure that a Transition Plan is in place for current students to complete, transfer, or withdraw.                                                                                  |
| <b>Transition Plan</b>         | Means a plan that bridges one or multiple Education Plans that will reasonably allow currently enrolled students to complete, transfer or withdraw from their course of study.                                                                                                                                                        |

## 5. Principles

The following principles outline the framework that informs the College's approach to create Program and Course review, sustainability, and decision-making related to Suspension, Cancellation and Retirement.

- 5.1 The College exercises its authority to set educational priorities and manage its Program and Course mix, including the Suspension, Cancellation and Retirement of Credit Programs and Courses, in a manner that balances institutional sustainability with care for students, employees, and affected parties.

- 5.2 The College is committed to the regular monitoring of Credit Program and Credit Course health and sustainability through structured annual review processes that inform institutional decision-making as well as Education Council advice and Board oversight and decision making.
- 5.3 Review processes are guided by responsiveness to industry needs, student needs and demand, community priorities, and external partner expectations, recognizing that such reviews may lead to Program and Course Suspension or Cancellation.
- 5.4 Decisions regarding Program and Course Suspension or Cancellation are made thoughtfully, transparently, and in a timely manner, with careful consideration of their academic, human, and operational impacts.
- 5.5 Suspension, Cancellation, and Retirement decisions and implementation processes will adhere to applicable legislation, accreditation requirements, Ministry directives, and collective agreements.
- 5.6 Suspension does not necessarily lead to the Cancellation of the Credit Program or Credit Course.
- 5.7 Should timelines and decisions be pressing, particularly in times of severe financial constraints or other exigencies, the decision-making process for Suspension and Cancellation may be expedited.

## **6. Considerations for Credit Course and Credit Program Suspension for the Purpose of Cancellation or Renewal**

- 6.1 In determining whether a Credit Program or Credit Course will be Suspended for the purpose of Cancellation, the Board of Governors will assess the proposal and supporting rationale, which may include, but is not limited to, the following considerations:
  - a) Evidence of reduced current or projected market demand for the Program or Course, impacting future enrolment;
  - b) Past and current student enrolment trends;
  - c) Changes or saturation within the defined target market, including geographic and demographic factors;
  - d) Changes in human, financial, capital, or technological resource requirements that render the ongoing delivery of the Program or Course unsustainable;
  - e) Changes to internal or external sources of the human, financial, capital, or technological resources required to sustain the Program or Course;
  - f) Changes to certification or designation criteria imposed by external credentialling bodies.

- g) Confirmation from Education Council that they have considered the discontinuance or obsolescence of:
    - i) examinations and methods of evaluating student performance (CIA, s.24(2)(a));
    - ii) criteria for academic standing, academic standards, or grading systems (CIA, s.24(2)(c));
    - iii) curriculum content (CIA, s.24(2)(f)).
  - h) Advice from Education Council of priorities for the implementation of new Programs or Courses (CIA s.23(1)(d)) that require the reallocation of financial, human, technological, or capital resources from the Program or Course proposed for closure.
  - i) Advice from Education Council regarding the a decline in quality assurance measures under section 23(1)(f) of the College and Institute Act.
  - j) Documentation of efforts undertaken to address the decline under section 23(1)(f) of the College and Institute Act.
  - k) The anticipated Suspension or Cancellation date for the Program or Course.
  - l) A detailed Transition Plan to ensure that currently enrolled students are able to complete the Program or Course, or a suitable alternative, within a reasonable time frame.
- 6.2 In determining whether a Credit Course or Program will be Suspended for the purpose of renewal, the Board of Governors will assess the principles and supporting rationale related to the considerations in Section 6.1 of this policy with a lens toward why a Suspension for the purpose of Renewal is required to mitigate the identified negative outcomes and evidence to how the consideration will improve through a renewal process.
- 6.3 For Programs and Courses not offered within two (2) consecutive Education Plans, the Program or Course will automatically be placed on an Inactive list by the Registrar. The College will conduct a review under the *Procedures for Removing Inactive Programs and Courses from the Calendar* to determine if the Program or Course should be Reactivated, Cancelled, Retired or in extenuating circumstances continue to remain on the Inactive list.

## 7. Implementation

- 7.1 The appropriate Dean/Director will develop a Transition Plan for students in a Program or Course recommended for Suspension or Retirement. Transition Plans will not extend longer than the length of the Credential under consideration.
- 7.2 Programs with students currently enrolled must enter a Suspension Period prior to Retirement. The Suspension Period will end once current students have completed their Transition Plan, withdrawn from the Program, or exceed the time allotted for completion.

## 8. Approval

- 8.1 Proposals for Program or Course Suspension or Cancellation will be presented to the Board of Governors by the Provost and Vice President, Academic and the Chair of Education Council, as follows:
- a) The Chair of Education Council will present the proposal with respect to the criteria outlined in Section 6.1.(g)(h)(i) of this Policy; and
  - b) The Provost and Vice President, Academic will present the proposal with respect to the criteria outlined in Section 6 of this policy except for 6.1.(g)(h)(i).
- 8.2 The final decision for a Program or Course's Suspension or Cancellation will be made by the Board of Governors.

## 9. Reporting

- 9.1 The Board will receive an annual report from the Provost and Vice President, Academic that outlines the health and sustainability of the academic ecosystem and classifies Programs or Courses as follows:
- a) Currently in a growth phase;
  - b) Program/Course is healthy and sustainable and therefore scheduled for continuation;
  - c) Program/Course is scheduled for renewal based on health and sustainability assessment;
  - d) Programs/Courses currently Suspended;
  - e) Programs/Courses recommended for Suspension;
  - f) Programs/Courses Cancelled within the past year; or
  - g) Programs/Courses suggested for Cancellation.

## 10. Related Acts and Regulations

*College and Institute Act*

## 11. Supporting References, Policies, Procedures and Forms

*Procedures for Removing Inactive Programs and Courses from the Calendar*  
*Project Report: Program Development, Renewal and Retirement*  
*Okanagan Faculty Association Collective Agreement 2022-2025*  
*BCGEU Vocational Agreement*

## 12. History / Revisions

| Date       | Action                                                                                                                          |
|------------|---------------------------------------------------------------------------------------------------------------------------------|
| 2026-06-23 | Approval by Board of Governors:<br><i>Credit Program and Course Suspension and Cancellation Policy</i><br>(PCSPL_2606N_BG/PVPA) |

Table 1

## Examples of Credit and Non-Credit Credentials

| Credit                         | Non-Credit                   |
|--------------------------------|------------------------------|
| Advanced Certificate           | Microcredential (Non-Credit) |
| Advanced Diploma               | Certificate of Completion    |
| Associate Degree               | Certificate of Participation |
| Bachelor's Degree              |                              |
| Certificate                    |                              |
| Certificate (Trades)           |                              |
| Diploma                        |                              |
| Microcredential (Credit)       |                              |
| Post-Baccalaureate Certificate |                              |
| Post-Baccalaureate Diploma     |                              |