



## Procedures for Removing Inactive Programs and Courses from the Calendar

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|---------------------|--------------------------------------------------|------------------------|-----------|
| Parent Policy:      | <i>Management of Programs and Courses Policy</i> |                        |           |
| Procedure Reference | MCPPRIN_2606N_BG/PVPA                            |                        |           |
| Procedure Sponsor:  | Provost and Vice President Academic              |                        |           |
| Procedure Contact:  | Registrar                                        |                        |           |
| Applies to:         | Employees                                        |                        |           |
| Approved by:        | Executive Team                                   |                        |           |
| Approval date:      | June 29, 2026                                    |                        |           |
| Effective Date:     | July 1, 2026                                     |                        |           |
| Last reviewed:      | June 2026                                        | Scheduled review date: | June 2031 |

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### 1. Purpose

These procedures operationalize the *Management of Programs and Courses Policy* by outlining the processes and responsibilities for identifying, reviewing, inactivating, retiring, reactivating, and deleting Programs and Courses from the Academic Calendar. The Procedures support transparency, consistency, and accuracy in the Academic Calendar and the academic record, while ensuring appropriate governance oversight and institutional accountability.

### 2. Scope and Application

These procedures apply to all Programs and Courses that lead to a College Credential that are Suspended or have not been offered for two (2) or more years. They do not apply to Non-Credit Programs or Courses.

If these procedures conflict with an existing collective agreement, the collective agreement takes precedence.

### 3. Definitions

**Academic Calendar**  
(or **Calendar**)

Means the official record listing the Credit Programs and Credit Courses, Non-Credit Programs and Courses and Credit and Non-Credit microcredentials available to be offered by the College, including admission and completion requirements.

<https://www.okanagan.bc.ca/calendar>

**Academic Credit**

Means the value assigned to a Credit Course or some other form of learning that counts toward a 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.

**Cancel/Cancellation**

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.

**Credential**

Means the official recognition issued by Okanagan College or SkilledTradesBC that verifies the successful completion of a Credit or Non-Credit Program or stage of study.

**Credit Course**  
(also **Course**)

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 is offered by Okanagan College independently or as part of a Credit Program.

**Credit Program**  
(also **Program**)

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.

**Education Plan**

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 Program, Course, and/or section will be scheduled during the academic year. It will normally be provided to the Board annually.

**Inactive**

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.

**Non-Credit/Not-for-Credit**

Means learning or training that does not carry Academic Credit toward a certificate, diploma, or degree approved under the College and Institute Act.

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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) and [www.bccat.ca/pubs/WhatAcademicCred.pdf](http://www.bccat.ca/pubs/WhatAcademicCred.pdf)

|                                |                                                                                                                                                                                                                                                                                    |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 Program and/or Credit Course for the purpose of program and/or course 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.                                                                                                   |

#### 4. Roles and Responsibilities

##### *Registrar*

The Registrar is responsible for:

- 4.1 Maintaining the integrity, accuracy, and consistency of the Academic Calendar and student information systems;
- 4.2 Producing an annual report identifying Credit Programs and Credit Courses that meet the criteria for Inactive designation;
- 4.3 Implementing approved changes in system records and Calendar listings;
- 4.4 Retaining historical academic records for transcript and Credential production and verification purposes.

##### *Deans / Directors*

Deans or Directors are responsible for:

- 4.5 Reviewing identified Inactive Credit Programs and Credit Courses within their academic portfolio;
- 4.6 Providing academic and strategic context, including future plans, demand, and resource considerations;
- 4.7 Recommending whether an Inactive Program or Course should remain Inactive, be Cancelled, or be considered for Reactivation;
- 4.8 Identifying active Credit Programs and Credit Courses for potential Suspension or Cancellation.

##### *Provost & Vice President Academic*

The Provost is responsible for:

- 4.9 Reviewing and providing information to Education Council on proposals for the Suspension or Cancellation of Credit Programs and Credit Courses;
- 4.10 Supporting the Reactivation of a Suspended Credit Program or Course through the appropriate governance processes;

- 4.11 Providing recommendations to the Board of Governors on the Suspension or Cancellation of Programs and Courses;
- 4.12 Where appropriate, identifying active Credit Programs and Credit Courses for potential Suspension or Cancellation.

#### ***Education Council***

Education Council is responsible for:

- 4.13 Reviewing and providing advice to the Board of Governors on proposals for the Suspension or Cancellation of Programs and Courses;
- 4.14 Confirming that academic standards, Credential integrity, and curricular requirements are maintained for active Credit Programs and Credit Courses.

#### ***Board of Governors***

The Board of Governors is responsible for:

- 4.15 Taking into consideration advice from Education Council;
- 4.16 Making a final decision on Program and Course Cancellations and Suspensions, where required under policy and governance frameworks.

## **5. Considerations for the Identification of Inactive Programs and Courses**

#### ***Annual Review***

- 5.1 On an annual basis, the Registrar will identify Credit Programs and Credit Courses that have not admitted and/or enrolled students for two (2) or more consecutive Education Plans or have been Suspended by the Board of Governors.
- 5.2 Identified Programs and Courses will be designated as Inactive for review purposes.
- 5.3 Inactive designation is descriptive only and does not, on its own, result in:
  - a) Removal from the Academic Calendar; or
  - b) Changes to student information system records.

#### ***Notification and Validation***

- 5.4 The Registrar will share the list of Inactive Credit Programs and Credit Courses with the relevant Dean(s)/Director(s) and Provost and Vice President, Academic.
- 5.5 Departments will confirm accuracy, identify any exceptional circumstances, and provide contextual information to the Dean/Director, including:
  - a) Anticipated future offerings;
  - b) Strategic relevance;
  - c) Accreditation or regulatory considerations.

## **6. Review and Decision-Making for Inactive Programs and Courses**

#### ***Review Outcomes***

- 6.1 The relevant Dean/Director will review the information received from the Departments and make a recommendation to the Provost and Vice President Academic.
- 6.2 Following review by the Provost and Vice President Academic, one of the following outcomes will be identified for each Inactive Program or Course:
  - a) *Proceed to Cancellation:* A formal proposal for Cancellation is initiated. See Section 7.

- b) *Consider Reactivation:* Academic units may initiate a proposal to Reactivate a previously Inactive Credit Program or Credit Course, in accordance with Section 9.
- c) *Remain Inactive:* in extraordinary circumstances a Credit Program or Credit Course may be approved, by the Provost and Vice President Academic, to remain on the Inactive List, with no change for an additional year.

#### **Documentation**

- 6.3 All recommendations must be documented and supported by academic, operational, and strategic rationale.

## **7. Cancellation of Credit Programs and Credit Courses**

### **Cancellation Proposal**

- 7.1 Proposals to Cancel an Inactive or active Credit Program or Credit Course must include details related to the considerations for the Cancellation of a Credit Course or a Credit Program as specified in the *Credit Program and Course Suspension and Cancellation Policy*.
- 7.2 Cancellation proposals are reviewed through established academic governance processes, including Education Council advice.

### **Implementation**

- 7.3 Upon approval of the Cancellation Proposal:
  - a) The Credit Program or Credit Course is Retired from the Academic Calendar pending any applicable Transition Plan;
  - b) The status is updated in the student information system;
  - c) Historical records are retained for academic and administrative purposes.
- 7.4 Retirement does not:
  - a) Invalidate previously earned Credit or Credentials;
  - b) Alter academic decisions made while the Program or Course was active.

## **8. Suspending Active Course or Program**

### **Suspension Proposal**

- 8.1 Proposals to Suspend an active Credit Program or Credit Course must include details related to the considerations for the Suspension of a Credit Course or a Credit Program as specified in the *Credit Program and Credit Course Suspension and Cancellation Policy*.
- 8.2 Suspension proposals are reviewed through established academic governance processes, including Education Council advice.

### **Implementation**

- 8.3 Upon approval of the Suspension Proposal:
  - a) The Credit Program or Credit Course is designated as Suspended on the Education Plan and is placed on the Inactive Credit Program or Credit Course list.
- 8.4 Suspension does not:
  - a) Invalidate previously earned Credit or Credentials;
  - b) Alter academic decisions made while the Program or Course was active.

## **9. Reactivation of Programs and Courses on the Inactive List**

### ***Eligibility for Reactivation***

- 9.1 Eligibility is contingent upon confirmation that the Credit Program or Credit Course meets the eligibility criteria for a new Credit Course or Credit Program under the *New Credit Program and Course Implementation Policy*.

### ***Reactivation Process***

- 9.2 A Reactivation proposal is submitted by the appropriate Dean/Director to the Provost & Vice President Academic.
- 9.3 The proposal is reviewed through appropriate academic governance processes.
- 9.4 Upon approval, the Provost and Vice President, Academic will include the activated Credit Program or Credit Course in the Education Plan.
- 9.5 Reactivation does not automatically reinstate:
- a) Previous transfer credit equivalencies;
  - b) Articulation agreements;
  - c) Prior academic assessments, which must be reviewed under current standards.

## **10. Reactivation of Cancelled Credit Programs and Credit Courses**

- 10.1 Credit Programs and Credit Courses that have been Cancelled must proceed through the full new Credit Program or Credit Course approval process for Reactivation.

## **11. Retiring of Credit Programs and Credit Courses**

- 11.1 Credit Programs and Credit Courses that are Cancelled by the Board are moved to Retired status by the Registrar following a Transition Plan.
- 11.2 Retirement is a conceptual designation only and does not result in additional system changes beyond those made at Retirement.
- 11.3 Historical records remain available for transcript production and Credential verification.

## **12. Transfer Credit and Academic Assessment**

- 12.1 Cancelled Programs and Courses are no longer used as the basis for awarding new transfer credit or direct equivalencies.
- 12.2 Previously awarded transfer credit, advanced standing, or academic decisions remain valid and will not be reassessed.
- 12.3 Cancelled Courses may not be used as direct equivalents, though active or non-specific Courses may be considered where appropriate under current assessment practices.

## **13. Records Management**

- 13.1 The Registrar will ensure that:
- a) Historical data related to Inactive and Cancelled Programs and Courses is preserved; and
  - b) Records are maintained in compliance with legislative, regulatory, and institutional requirements.

## **14. Related Acts and Regulations**

*College and Institute Act*

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

*Credit Program Course Suspension and Cancellation Policy*

*Non-Credit Program and Course Implementation and Cancellation Policy*

### History / Revisions

| Date       | Action                                                                                                                                                 |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2026-06-29 | <i>New Procedure Approved by Executive Team:</i><br>Procedures for Removing Inactive Programs and Courses from the Calendar<br>(MCPPRIN_2606N_BG/PVPA) |