

Program Suspensions and Terminations

Program Suspension means the suspension of admissions to a specific program. Students currently registered in the program are allowed to complete the program, within each Faculty's specific rules about time-to-completion. The program record in the Program and Provider Registry System (PaPRS) is active for suspended programs so that current students can apply for loans and can be accurately reported via the Learner and Enrolment Reporting System (LERS).

Program Termination means that all students have completed the program or the Faculty's time-to-completion policy has elapsed. When a program is terminated, the program record in PaPRS is deleted.

Government Approval

For the purposes of program approval, the Ministry of Innovation and Advanced Education (IAE) differentiates between first- and second-level specializations.

First-level specializations are often defined as "majors." Examples of first level specializations for a Bachelor of Science degree are Biological Sciences, Chemistry, Physics and Psychology. Freestanding for-credit certificates are considered to be first-level specializations. First-level specializations appear in PaPRS and **Ministerial approval is required to suspend and terminate first-level specializations**. For the purposes of this document, the term "program" will be understood to mean first-level specialization.

Second-level specializations include such things as minors, streams or concentrations within first-level specializations. Examples of second-level specializations in Physics (first-level specialization) are Geophysics and Medical Physics. Certificates embedded within existing degree programs are considered to be second-level specializations. Second-level specializations do not appear in PaPRS and approval of the Minister of IAE is not required.

Suspending a Program

Note: **Consultation with appropriate parties is important to ensuring a smooth process.** For all program suspensions, please consult with the Portfolio Initiatives Manager in the Office of the Provost and Vice-President (Academic). The Portfolio Initiatives Manager can confirm whether a program is a first- or second-level specialization and what template must be used for the proposal. The GFC Secretary and Manager, GFC Services, in University Governance should also be consulted to establish the appropriate approval routing.

For undergraduate programs, please consult with the Office of the Registrar. For graduate programs, please consult with the Dean, Faculty of Graduate Studies and Research.

Before proposals to suspend programs can be submitted to IAE for approval, they must first be approved through a University governance-mandated process.

1. Complete the appropriate template. Templates can be found on the University Governance web site under “Governance Toolkit.”
2. Proposals for a program suspension are first approved by the appropriate Faculty Council.
3. The completed proposal is submitted to a University Governance committee(s) for approval which may include the Academic Standards Committee (ASC) and the Academic Planning Committee (APC).
4. Once the proposal is approved through the appropriate University governance process, the Vice-Provost (Academic Programs and Instruction) will submit the proposal to IAE for final approval. Once approved, admissions to the program are suspended.
5. The Portfolio Initiatives Manager will manage the initial notification of approved program suspension, including the Office of the Registrar, the Faculty of Graduate Studies and Research, and Strategic Analysis, as appropriate.

Second-level specializations

Applications to suspend second-level specializations do not require approval from IAE; however, they must be approved through a University governance-mandated process. This process may include presentation to University Governance committees such as ASC or as a routine calendar change through the GFC-mandated Calendar circulation process.

Restarting a program after a period of suspension:

A Faculty may decide to restart a program after a period of suspension. If so, the appropriate template must be completed and approved through the University Governance committee system and IAE. A suspended second-level specialization may also be restarted and approved either via the University Governance committee system or the GFC-mandated Calendar circulation process.

Terminating a Program

Note: Consultation with appropriate parties is important to ensuring a smooth process. For all program terminations, please consult with the Portfolio Initiatives Manager in the Office of the Provost and Vice-President (Academic). The Portfolio Initiatives Manager can confirm whether a program is a first- or second- level specialization and what template must be used for the proposal. The GFC Secretary and Manager, GFC Services, in University Governance should also be consulted to establish the appropriate approval routing.

For undergraduate programs, please consult with the Office of the Registrar. For graduate programs, please consult with the Vice-Dean, Faculty of Graduate Studies and Research.

Before proposals can be submitted to IAE for approval, they must first be approved by a University governance-mandated process. Please note the required steps below:

1. Complete the appropriate template. Templates can be found on the University Governance web site under “Governance Toolkit.”

2. Proposals for program termination are first approved by the appropriate Faculty Council.
3. The completed proposal is submitted to a University Governance committee(s) for approval which may include ASC, APC, GFC, the Board Learning and Discovery Committee (BLDC) and the Board of Governors (BG).
4. Once the proposal is approved through the appropriate University governance process, the Vice-Provost (Academic Programs and Instruction) will submit the proposal to IAE for approval. Once approved, the program is terminated.
5. The Portfolio Initiatives Manager will manage the initial notification of approved program termination, including the Office of the Registrar, the Faculty of Graduate Studies and Research and Strategic Analysis, as appropriate.

Second-level specializations

Applications to terminate second-level specializations do not require approval from IAE; however, they must be approved through a University governance-mandated process. This process may include presentation to University Governance committees such as ASC or as a routine calendar change through the GFC-mandated circulation process.

University Calendar Considerations

It should be noted that the Undergraduate Admissions Procedure in UAPPOL, applies to the suspension and terminations of programs

(<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Undergraduate-Admissions-Procedure.pdf>):

Where changes to admission regulations may disadvantage students in the current admission cycle, normally implementation will be effective after the change has been published in the University Calendar for one full year.

Key Contacts

Office of the Provost and Vice-President (Academic)

Kate Peters
Portfolio Initiatives Manager
Tel. (780) 492-6709

University Governance

Meg Brolley
GFC Secretary and Manager, GFC Services
Tel. (780) 492-4733

Faculty of Graduate Studies and Research (FGSR)

Dr. Heather Zwicker
Dean
Tel. (780) 492-2888