

BRIEFING NOTE:

Suspensions – Degree Programs, First-Level Specializations (Majors), Diplomas, and Certificates

These guidelines have been developed to inform Faculties and internal stakeholders on the responsibilities and accountabilities for suspensions of programs licensed by the Ministry for delivery at the University of Alberta. These considerations should accompany the template for proposed suspensions, available on the Office of the Provost and Vice-President (Academic) website.

Responsibility

The Provost and Vice-President (Academic) is responsible for the proposal of all suspensions to University Governance. The Office of the Provost liaises with government on suspensions of programs, including maintaining our program records with Ministry (via the Program and Provider Registry Service (PaPRS - pronounced 'papers')).

- For all suspensions, consult first with the Portfolio Initiatives Manager in the Office of the Provost. The PIM will advise on process, templates, timelines, and other considerations.
- Suspensions of degree programs, first-level specializations (generally understood as “majors”), and stand-alone certificates must be approved by the Ministry, which includes completing the related [government templates](#). (*For the purposes of this document, “program” will refer to degree programs, first-level specializations, diplomas, and stand-alone certificates.*)
- Depending on the number of active students, suspensions are generally in place for a five-year period, after which the following options exist:
 - a. Termination – Most commonly pursued option.
 - b. Reactivation – The proposer must demonstrate differences in the program since the time of suspension, how curriculum currency has been maintained, as well as enrolment and budget planning details.
 - c. Extension of Suspension – This option would only be pursued in exceptional circumstances.
- From the perspective of the Ministry, suspensions begin and end in alignment with the academic year (i.e., July 1, 20XX – June 30, 20XX). At the same time, our academic *Calendar*, admissions cycle, and our own databases including Campus Solutions need to be taken into account.

Accountability

Since July 1, 2019, suspensions require approval by the Board of Governors (Program Support Team > Faculty Council > Programs Committee > APC > GFC > BLRSEC > BoG).

- From a governance perspective, “Suspending” a degree program/specialization means to suspend admissions to the program. This allows students currently enrolled in the program to complete the requirements while preventing new students from enrolling.

- Proposals for suspension must be received by the Ministry six months in advance of the anticipated suspension date. Proposers should keep this in mind when considering University Governance timelines for internal approval prior to submission to government.
- Development of suspension templates requires time for internal and external consultation of stakeholders. A generous timeline would be 12-18 months before implementation of the suspension of admission.

Consultations

In order to ensure that suspension proposals are clearly communicated to the Ministry, to internal stakeholders, and to students, documentation for suspension proposals should consider PaPRS, the *University Calendar*, and Campus Solutions. Consultations with the Office of the Provost and the Registrar's Office should be completed before taking any documentation to Faculty Council for approval.

- When contemplating a suspension, the proposers should consider how this will be indicated in the *University Calendar* including the date until which students currently enrolled in the program have to complete the requirements. They should also consider submission deadlines for the *Calendar*.
- At the same time, dates in the governance motion should take into account the University enrolment cycle including the date that the admissions system is opened, promotion and graduation timelines.
- Once a suspension has been approved, the 'last admit term' must be entered into Campus Solutions. The Registrar's Office will complete this administrative step once confirmation of suspension is received by the RO.