Proposal Template: Program Termination

Use this template for proposals to terminate ministry-approved programs or specializations. Institutions should:

* ensure that submission content is concise. Any additional information may be appended;
* indicate “not applicable” when questions are not relevant to a particular proposal; and
* ensure that applicable supporting documents are attached to the proposal.

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| **SECTION A: PROPOSAL INFORMATION** |

## Fill in the table below:

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| **Institution** |  |
| **Program Name** |  |
| **Specialization Name** |  |
| **Credential Awarded** |  |
| **Proposed effective date of termination** |  |

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| --- | --- |
| 1. Confirm whether (check applicable box(es)): | This termination proposal was preceded by a ministry-approved suspension period.  This termination proposal was not preceded by a ministry-approved suspension period.  No active students remain in the program.  Active program students remain in the program |
| 1. If this proposal was preceded by a suspension, attach approval letter. | |
| 1. If this proposal was not preceded by a suspension, explain why ministry approval for a suspension was not sought prior to requesting a termination. | |
| 1. If not preceded by suspension, indicate when students were last admitted into the program/specialization. | |
| **Reviewer’s Comment:** | |

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| **SECTION B: RATIONALE** |

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| 1. Identify reason(s) for termination with supporting evidence (e.g., low student demand, declining labour market demand, institutional capacity, provincial priorities, etc.). |
| 1. Provide specific information about which internal governance body approved the termination, and provide date of approval. |
| **Reviewer’s Comment:** |

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| **SECTION C: ACCESS** |

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| 1. Identify student access considerations and risks for the Alberta Adult Learning System (include information about related programs or other avenues available to students to prepare for careers/employment and/or further educational opportunities). |
| 1. If this program or specialization is unique in the province, describe the consultation(s) undertaken within the Alberta Adult Learning System to investigate the feasibility of program/specialization transfer. |
| 1. Briefly describe the consultation process that occurred with students at your institution regarding this programming change. |
| **Reviewer’s Comment:** |

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| **SECTION D: IMPACT** |

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| 1. Briefly describe the consultation process that occurred with other stakeholders (e.g., advisory committees, regulatory bodies, employers, etc.) affected by this programming change. |
| 1. Briefly describe plans for communicating the termination decision to stakeholders, particularly regulatory bodies (if applicable) and other institutions within the Alberta Adult Learning System. |
| 1. Briefly describe plans for reallocation of resources previously used for this program/specialization and identify budget and staffing impacts. |
| **Reviewer’s Comment:** |

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| **SECTION E: OTHER CONSIDERATIONS** |

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| **Other considerations** |
| 1. Please indicate if there are additional factors you would like the ministry to consider when reviewing this proposal. |
| **Reviewer’s Comment:** |

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| **RECOMMENDATION (FOR DEPARTMENT USE)** |
| **Recommendation(s):** |
| **Rationale for Recommendation:** |
| **Reviewer(s):** |
| **Date Completed:** |