Information Requirements for Proposals to Terminate Programs

# GUIDELINES

The purpose of these Information Requirements is to outline the information required to assess that the proposed program termination appears warranted.

A proposal for a program termination should be submitted when the university intends to no longer admit students and to remove the program from its offerings.

**Please note** that should a program be terminated as a result of the introduction of a new program, and to avoid the need to submit a separate proposal for its termination, the program proposal for the new program should include information on the transition from the existing to the new program, including a phase-out plan for the program being terminated.

# INFORMATION REQUIREMENTS

## 1. Program Identification

1.1 Submitting institution(s)

Saint Mary’s University

1.2 Faculty(ies):

1.3 School(s):

1.4 Department(s):

1.5 Program name:

1.6 Program type (e.g., undergraduate, master’s, doctorate, etc.):

1.7 Credential(s) granted:

1.8 Proposed termination date:

1.9 Institutional program code(s), as stored in the post-secondary institution’s administrative files, that is reported under the Post-Secondary Student Information System (PSIS) (element IP 2000):

1.10 Dates of Senate approval of the proposed program termination:

## 2. Description of the Proposed Program Termination

2.1 Rationale for the program termination.

2.2 Description of the timeframe/phase-out plan for the existing program and students.

2.2.1 Date new registrations will no longer be permitted/accepted:

2.2.2 Anticipated date of completion of last student:

2.2.3 Alternative programs for existing students, if any:

2.3 Describe the impact the termination of this program will have on existing programs at the University (e.g., a reduction in elective offerings or cross-listed courses) and how this will be addressed.

2.4 In the case of professional, semi-professional, articulated, other collaborative, and programs requiring a work placement, other stakeholders and/or partners may be involved. Stakeholders may play a role in many ways, for example, in program delivery, accreditation, or student placements, and, in some instances, be responsible for the supply side of graduates from particular programs (e.g., teacher education programs, health and health-related programs, law, social work, criminology, foods and nutrition programs, articulated programs). In general, for these types of programs, or other programs which directly involve other stakeholders, institutions must provide:

2.4.1 Evidence that other institutions and stakeholders involved have been consulted:

2.4.2 Verification/confirmation from stakeholders that planned program terminations are known and agreed upon. (This could include governments, public and private institutions, community colleges, other universities.)

## 3. Additional Information

2.1 Any other information to support the proposed termination. Reports of internal and external review would be helpful.

# APPENDICES

Please ensure that **each of the following are appended/included**, as applicable, when submitting a completed program proposal:

A list of appendices to the program proposal

Reports from internal or external assessments

Letter of support for the proposed program termination from other involved partners

Letter of AACHHR support (for health-related programs)

# CHECKLIST

All of the information requirements have been addressed

All relevant appendices are attached

The phase-out plan has been described

List of program codes is provided

Any additional information if applicable

Signature (or appended letter) confirming the collaborative submission, and principal applicant, where applicable