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| Policy # | (formerly 103) AC104 |
| Approved by: |  |
| Name: | Michael Hatton |
| Title: | Vice President Academic |
| Approval Date: | November 12, 2012 |
| Policy Holder: | Vice President Academic |
| Administrative Contact: | Registrar |
| Replaces Policy Dated: | December 18, 1997 |
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Program Suspension/Cancellation

Purpose/Rationale:

The Humber College Institute of Technology and Advanced Learning (hereafter referred to as "Humber" or "the College") may need to suspend or cancel a program based on such factors as student demand, retention, graduation rates, financial viability, labour market demand and program quality. This policy outlines the College's commitment to students if a program is suspended or cancelled.

Scope:

This applies to all programs of instruction offered by the College and to all applicants and students.

Definitions:

Program of Instruction: a group of related courses leading to a certificate, diploma, degree or other document awarded by the Board of Governors.

Suspended Program: a program of instruction into which the College has decided not to admit first year of beginning level students.

Cancelled Program: a program of instruction that the College is no longer offering and in which no students are enrolled.

Policy:

1. The College Board of Governors will inform the Ministry of Training Colleges and Universities of a final decision to suspend or cancel a Ministry funded program of instruction at all campuses and all delivery modes, including part-time.
2. New Students
 - 2.1 The College will make a decision to suspend/cancel a program prior to the confirmation date in order to minimize impact on students.
 - 2.2 New students will be notified when a program intake is suspended/cancelled and, where possible, offered registration in another program.

3. Continuing Students

- 3.1 Students registered in a cancelled or suspended program will be guaranteed the opportunity to complete their program within the normal time period.
- 3.2 In special circumstances where it is not possible for registered students to complete the program at the College, the College will assist the students to become enrolled in the same or a similar program offered by another college within a reasonable distance from the College.

References:

Ministry of Training Colleges and Universities, Colleges of Applied Arts and Technology
Minister's Binding Policy Operating Procedure 3.0 Programs, Program Suspension and
Cancellation Operating Procedure, December 31, 2007