



POLICY TITLE: Program Suspension and Cancellation Policy

POLICY CATEGORY: ACADEMIC

POLICY NUMBER:

POLICY OWNER: Provost / Vice-President Academic

POLICY APPROVER: Board of Governors

APPROVAL DATE: December 3, 2025

EFFECTIVE DATE: 1/1/2026

REVIEW PERIOD: Every 5 Years

REVIEWED: N/A Click or tap to enter a date.

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## 1. Purpose

George Brown Polytechnic regularly evaluates academic programs for quality, relevance, and demand. Decisions to suspend or cancel programs consider specific program performance measures (e.g. enrolment, retention, graduation rate) in addition to the mission, vision, mandate, and the strategic operating plan of George Brown. This policy outlines George Brown's commitment to students if a program is suspended or cancelled and the processes for due diligence in consideration of this decision in alignment with Ministry of Colleges, Universities, Research Excellence and Security guidelines.

## 2. Scope

All Ministry-funded full- and part-time programs offered by George Brown Polytechnic. Additionally, other programs will be reviewed on a periodic basis as determined by the President and Provost.

## 3. Definition of Terms

**Program Intake Suspension:** A decision not to admit students into a program for a given term or terms within an academic year.

**Suspended Program:** A program into which new students will no longer be admitted. A program can remain suspended for up to five years prior to the program being required to be presented to the board pertaining to a decision on cancellation.

**Cancelled Program:** A program no longer offered and in which no students are enrolled and no reasonable prospects for enrolment will occur for an extended period. The program is permanently discontinued and cannot be re-activated unless a new funding approval application is submitted to the Ministry of Colleges, Universities, Research Excellence and Security (MCURES) on approval of the Board.

**Academic Plan & Strategic Enrolment Management Committee (APSEM):** A cross-functional committee responsible for overseeing George Brown Polytechnic's Academic and Strategic Enrolment Management Plans.

**Intake:** Intake refers to a designated entry point at which new students are admitted to begin an academic program. Intakes are scheduled start dates that may occur once or multiple times within an academic year.

**Ministry of Colleges, Universities, Research Excellence and Security (MCURES):** The Ministry responsible for the administration of laws relating to post-secondary education and skills training. For more information go to the [Ministry Website](#).

**Portfolio Review:** A regular review of the academic programming mix (a coherent set of academic programming aiming to meet a common learning and/or career outcome) to keep pace with George Brown's strategic direction, demographic shifts, changing

employment trends, global competition and applicant, student and employer needs. This process may result in restructuring, reorganization and enhancement of the academic programming mix. Portfolio review is initiated by the APSEM committee.

**Program Funding Approvals and Administrative Module (PFAAM):** A system used by the Ministry of Colleges, Universities, Research Excellence and Security in Ontario to manage and approve funding for postsecondary education programs.

**Program Review:** A critical quality assurance process that ensures academic program content and delivery continues to be responsive, current, and relevant.

**The Postsecondary Education Quality Assessment Board (PEQAB):** An Ontario agency that makes recommendations to the Minister of Colleges, Universities, Research Excellence and Security on applications for ministerial consent under the terms of the Post-secondary Education Choice and Excellence Act, 2000.

## 4. Policy

### 4.1. Overview

- 4.2. Strategic enrolment management, program review and portfolio review processes are key information in determining program intake suspensions, program suspensions and program cancellations.
- 4.3. Decisions to suspend or cancel a program will be evidence based (e.g. enrolment, retention, graduation rate) and take into consideration a variety of factors, including but not limited to, program relevance, enrolment, the Polytechnic's educational mandate, educational priorities, planning requirements, operational impact, financial viability, or resource allocation.
  - 4.3.1. Processes related to suspensions and cancellations take place in accordance with the [Ministry's Program Cancellation and Suspension: Operating Procedure](#), George Brown policy, and relevant employee collective agreements.
  - 4.3.2. The Polytechnic will endeavour to make these decisions as early as possible to minimize the impact on prospective applicants.
  - 4.3.3. Consultation is required with affected academic and service areas.
  - 4.3.4. When the decision is made to suspend or cancel a program, a Program Suspension Report will be completed to document the factors and key issues related to the recommendation, potential impact, and transition plan.
  - 4.3.5. Program suspensions require the approval of the appropriate academic lead, APSEM, and the President or his delegate(s).
  - 4.3.6. The President or delegate(s) will make program suspension and cancellation recommendations to the Board of Governors.

### 4.4. Suspended Programs

- 4.5. Suspended programs may resume intakes at a later date upon the approval by the President and Provost.
  - 4.5.1. A program does not need to have previously undergone an intake suspension to be considered for indefinite suspension with the intent to cancel.
  - 4.5.2. In the event of a program suspension, George Brown Polytechnic will develop a transition plan and timeline to ensure there is an opportunity for enrolled students to complete the program in accordance with Ministry Guidelines, and in the case of degrees, with relevant [PEQAB Policies](#).
  - 4.5.3. The College will inform the Ministry of program suspensions, with intent to cancel, by a letter signed by the President consistent with Ministry guidelines.

#### **4.6. Program Cancellation**

- 4.6.1. The President or delegate will inform the Ministry of program cancellations in writing consistent with Ministry guidelines.
- 4.6.2. Programs permanently cancelled need to be re-approved for funding by the Ministry of Colleges, Universities, Research Excellence and Security before being offered again by George Brown.

#### **4.7. Institutional Regulations**

- 4.7.1. This policy, sanctioned by George Brown Polytechnic, is an institutional regulation requiring compliance. Failure to comply with this policy may result in disciplinary measures up to and including dismissal commensurate with the offence in accordance with relevant academic and administrative codes of conduct and collective bargaining agreements.

### **5. Appendices**

Descriptions in Appendices 1-4 may be periodically updated to reflect changes in titles or organization structure and will be shared for information with the Board of Governors.

Appendix 1: Roles and Responsibilities

Appendix 2: Program Intake Suspension Procedure

Appendix 3: Program Suspension, with the Intent to Cancel, Procedure

Appendix 4: Program Cancellation Procedure

### **6. Forms and Templates**

Not Applicable

### **7. Related Materials**

Ministry's Program Cancellation and Suspension: Operating Procedure

[PEQAB Pause Withdrawal Suspension Termination jbb.pdf](#)

[georgebrown.ca](#)

OPSEU Collective Agreement for Full-time Academic Employees

OPSEU Collective Agreement for Full-time Support Staff Employees

## **8. Related Policies**

[Program Advisory Committee Policy](#)

[Internal Transfers](#)

[promotion-progression-policy.pdf](#)

[Admissions](#)

## **Appendix 1 – Roles and Responsibilities**

**APSEM Committee:** Leads the annual portfolio review consultation process with academic leaders and makes recommendations to the President or President's delegate(s) on program reform, program suspensions, with the intent to cancel.

**Associate Dean:** Key consultant on annual enrolment targets and determines staffing levels for program and School enrolment activity with the Dean. When programs are suspended with the intent to cancel, informs staff, PACs, and current students.

**Associate Vice-President, Strategic Planning and Institutional Analysis:** Co-chairs the APSEM committee. Gathers data for analysis and discussion related to the portfolio review process. In consultation with Associate Deans and Deans as part of the portfolio review consultation process, suggests program suspensions, with intent to cancel, and program cancellations for presidential approval.

**Board of Governors:** Based on recommendations from the President or the President's delegate(s), approves annual enrolment plans, program suspensions, with intent to cancel, and program cancellations.

**Dean:** Makes recommendations to APSEM on program reform and program suspensions, with the intent to cancel. When programs are suspended with the intent to cancel, informs the broader college community and partners of the decision.

**Labour Relations:** Supports the Senior Human Resources Consultant, Dean, and Associate Dean with employment stability processes and engages employee unions when program staffing levels may be impacted.

**Office of the Registrar:** Oversees registrar and marketing processes to ensure internal departments, and prospective and current students are informed of program intake suspensions and program suspensions.

**Office of Academic Excellence:** Oversees program review processes, and informs the Ministry of program suspensions, with intent to cancel, and program cancellations according to Ministry guidelines.

**President or President Delegate(s):** Approves APSEM recommendations for program reform, program intake suspensions, program suspensions, with intent to cancel, and program cancellations. If the President indicates a delegate, it must be named in writing for the academic year and may be withdrawn at the discretion of the President.

**Provost / Vice-President, Academic or Delegate:** Co-chairs the APSEM committee, and approves recommendations from the Dean related to program reform, program intake suspensions and program suspensions, with intent to cancel. If the Provost indicates a delegate, it must be named in writing for the academic year and may be withdrawn at the discretion of the Provost.

**Registrar and AVP of Strategic Enrolment Management:** Co-chairs the APSEM committee, and, in consultation with Associate Deans and Deans, sets enrolment targets, makes recommendations for program intake suspensions through the strategic enrolment planning process. Following the portfolio review consultation process, suggests program suspensions, with intent to cancel, and program cancellations for presidential approval.

**Senior Human Resources Consultant as named by the Vice President, People and Culture (HR):** With labour relations, supports the Dean, and Associate Dean in employment stability processes with employee unions when program staffing levels may be impacted.

## **Appendix 2 - Program Intake Suspension Procedure**

1. During term enrolment meetings, program intake suspensions for one term or multiple terms are determined in consultation with the program leadership team and the Office of the Registrar leadership team.
2. The Registrar and AVP of Strategic Enrolment Management and Provost / VPA make recommendations to the President or his delegate(s) to suspend program intakes.
3. The Board of Governors is informed of program intake suspensions on an annual basis in the annual enrolment plan update.
4. The Office of the Registrar will notify internal departments to effect required changes and system updates.<sup>1</sup>
5. The Office of the Registrar will advise applicants of the program intake suspension as soon as possible and will suggest alternative programs.
6. The Associate Dean communicates the program intake suspension to affected staff/faculty and, when necessary, reassigns staff/faculty to other responsibilities in the School.
7. If the program intake suspension may result in personnel or labour relations implications, the Associate Dean and Dean, will inform the Provost / VPA. The AD

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<sup>1</sup> Internal departments may include: Representatives / Delegates from the Office of the Provost / Vice-President, Academic, and other areas that oversee communications and marketing, space and facilities, ancillary services, finance, IT services, student services, research, among others.

and Dean will engage their Senior Human Resources Consultant and Labour Relations to begin processes in accordance with collective agreements.

8. The Associate Dean will inform the Program Advisory Committee members that PAC meetings may be paused while program intakes are suspended.<sup>2</sup>
9. Annually, the program leadership team and the Office of the Registrar will review program intake suspension decisions to determine whether a recommendation should be brought forward to the President or his delegate(s) to keep the program intakes suspended or reinstate the program intakes.
10. When a program has had all intake suspensions in place for one year, a list of program intake suspensions will be provided to the President or his delegate(s) by the Office of the Registrar to determine if the program should move forward to program suspension with the intent to cancel.

### **Appendix 3 - Program Suspension, with the Intent to Cancel, Procedure**

1. Annually, the Academic Plan and Strategic Enrolment Management (APSEM) Committee conducts a portfolio review to assess alignment to George Brown's strategic direction, applicant and enrolment demand and program viability.
2. The APSEM committee identifies programs for further review and possible suspension with the Provost / Vice-President, Academic and the Dean.
3. The APSEM chairs present the recommended suspended programs list to the President or his delegate(s) for review and decision making.
4. The President or his delegate(s) present the suspended program list to the Board of Governors for final approval.
5. The Dean and the Associate Dean complete the Program Suspension Report to document the key factors and issues related to the program suspension, its potential impact, and transition / teach out plan.
6. The report is reviewed by the Provost / Vice-President, Academic and the President. A copy of the report is forwarded to the Chair of the Academic and Student Affairs Standing Committee of the Board of Governors for information.
7. The Dean and the Associate Dean also inform their Senior Human Resources Consultant and Labour Relations when the program suspension may result in employee lay-offs or reassignments.
8. Once a program is suspended, the teach out period has ended, and there is no enrolment in the program, the Office of Academic Excellence will inform the Ministry via a letter signed by the President and uploaded to the PFAAM system, that the program is suspended.

### **Appendix 4: Program Cancellation Procedure**

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<sup>2</sup> See draft communications in the PAC Guidelines.

1. The Office of Academic Excellence will seek input from the Dean, Provost / Vice-President, Academic and the Registrar and the Associate Vice-President Strategic Enrolment Management to determine if the program should be permanently cancelled, when it is on the Ministry suspended list for five years.
9. If the President or his delegate(s) agree to permanently cancel the program, a recommendation will be made to the Board of Governors for approval.
2. Via email, the Office of Academic Excellence will inform the Ministry of its decision to keep the program on suspension or cancel the program.
3. If cancelled, a letter signed by the President will be uploaded to the Ministry's PFAAM system.