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Academic Development and Standards Committee (ADSC)

(Title of Item)

**Procedure for the Temporary Cessation of an Academic Programme**

## **Temporary Suspension of an Academic Programme**

### **1. Introduction and Context**

This procedure provides for a mechanism whereby programmes can be suspended for a limited period of time, rather than being deleted completely from the university's list of programme offerings.

### **2. Request for Temporary Withdrawal of a Programme**

A request to suspend temporarily a postgraduate programme may emanate from the Head of College, or the Head of School, or the Chair of the relevant Board of Studies. A decision to suspend a programme will be made sufficiently far in advance of the start of term so as not to disadvantage students.

### **3. Procedure for Temporary Suspension**

Following discussion and sign-off by (a) a person nominated for this purpose by the relevant college council (e.g., vice-head of college with responsibility for curriculum matters or chair of the college curriculum committee) and (b) the college financial analyst, a request to temporarily suspend a programme shall be referred to the relevant college executive for approval.

If approved by the college executive, a programme may be temporarily suspended for up to three years, following which it will either (a) be removed permanently from the list of programmes on offer by the university, or (b) held in abeyance for longer. If the programme is held in abeyance for longer than three years and thereafter reactivated, programme approval documentation must be submitted to the appropriate college committee and thence to Academic Board for full reconsideration by a programme approval panel.