University of Toronto Proposal:

 Closure of an Existing Program (Graduate or Undergraduate)

This template has been developed in line with the University of Toronto’s Quality Assurance Process. The process followed for the closure of any program is the same as that required for the approval of any new such program.

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| Closure proposed; please specify precisely what is being closed:i.e., graduate diploma, field, certificate, option within a program (e.g., specialist, major or minor), entire program or degree (graduate or undergraduate). |  |
| Department/unit if applicable: |  |
| Faculty/academic division: |  |
| Faculty/academic division contact: |  |
| Department/unit contact: |  |
| Effective date program will be closed to new admissions: |  |
| Effective date of full closure of program:date by which students currently in the program will be expected to graduate. |  |
| Version date:please change as you edit this proposal. |  |

# Brief Summary

* Please clarify precisely what is being closed.
* What is the relationship between what is being closed and any remaining offerings:
	+ - If only part of a program is being closed, please clarify the relationship between this and those portions of the program that will remain open.

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# Rationale

Background:

* You may wish to speak to when the program was first created; how long has it been offered; past success of the program.
* What has led to the decision to close the program?
* Please provide a full academic rationale:
	+ - You may wish to refer to changing enrolment; changing disciplinary landscape; shifting expertise of the professoriate; poor quality of the academic offering; overlap with other existing programs.
		- Where appropriate, you may want to quote from recent unit or program reviews.
		- Explain alignment with the unit’s academic plan.

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# Impact on Other Programs/Units of the Proposed Closure

* Please provide evidence of consultation with any programs/units/faculties that will be affected.
* What are the positive and negative implications that need to be considered in the closure.
* Impact on the nature and quality of the division's program of study.
* Impact of closure on other units including inter-divisional and inter-institutional agreements/contracts.
* Please mention if the courses that supported this degree, program or program option will continue to be offered.

# Student Accommodation

* Please include the current enrolment showing breakdown, by year, in the program or option being closed.

Table 1: Undergraduate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 |
| Current enrolment  | # | # | # | # |

Table 2: Graduate Breakdown

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Year  | Year  | Year  | Year  | Year  | Year  |
| Current enrolment: master’s  | # | # |  |  |  |  |
| Current enrolment: PhD | # | # |  |  |  |  |

* Provide details concerning how students in progress will be accommodated.
	+ - Will students be allowed to complete their program or be transferred to another program? In the latter instance, please comment on the ease with which they can complete the requirements of the new program and show evidence of consultation, if relevant.
		- Deadline by which accommodated students must complete the program—if there are grounds for concern, what are their options if they have not completed the program by that deadline?
		- Capacity/course availability to accommodate affected students.
		- Can inactive students reactivate to the closed program?
* What will the impact of the proposed closure be on the range of academic options available to students in the future (i.e., are there other programs or options that will fill the void that may or may not be created by the closure)?
* Consultation with students.
	+ - Please provide details concerning consultation with students around the proposed change, including:
	+ meetings, town halls, emails, questionnaires
	+ any response or feedback received
		- How will students be notified of the change following approval?

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# Faculty/Staff Accommodation

* What is the impact, if any, on faculty and staff of the closure?

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# UTQAP Process

The governance pathway is summarized in the table below.

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| Steps | Approvals |
| Decanal and Provostial sign-off |  |
|  | Faculty/divisional council (approval of closure of minors, where there is a continuing specialist or major) |
| Submission to Provost’s office |  |
|  | AP&P (approval of program closures: undergrad specialists/majors; minors where there is no specialist or major; graduate fields or diploma; and collaborative programs) |
|  | Academic Board (approval of degree, graduate program, diploma closures) |
|  | Executive Committee of Governing Council (executive confirms degree, grad program, closures) |
| Inclusion in annual report to Quality Council |  |
| Inclusion in annual report to MCU (in case of closure of degree) |  |