



Program Reinstatement Procedure UB-OVP-PR-009/0

1. Purpose

The purpose of this procedure is to establish a systematic process for reinstating previously suspended academic programs at the University of Belize. This procedure ensures thorough evaluation of suspended programs to determine their readiness for reinstatement and alignment with institutional goals and market needs.

2. Scope

This procedure applies to all suspended academic programs at the University of Belize that are being considered for reinstatement.

3. Responsibilities

- 3.1. The Board of Trustees is responsible for the approval of program reinstatement at the University of Belize.
- 3.2. The President is responsible for endorsing and submitting the recommendation for program reinstatement to the Board of Trustees.
- 3.3. The Academic Council is responsible for reviewing and ensuring compliance with reinstatement procedures for endorsement.
- 3.4. The Vice President is responsible for reviewing and presenting to the Academic Council for endorsement, before submitting to the Office of the President.
- 3.5. The Faculty Dean is responsible for reviewing the program request for reinstatement and submitting it to the Office of the Vice President.
- 3.6. The Department Chair is responsible for making recommendations for the reinstatement of a program.

4. Terms and Definitions

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| Academic Program | A coherent set of courses designed to provide students with a well-rounded education in a specific field of study, leading to a credential (degree, diploma, or certificate) awarded by the University of Belize. |
| Non-Academic Programs | Structured and organized set of activities or initiatives designed to achieve specific goals |

outside the traditional academic context, focusing on practical skills, personal development, or community engagement.

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| Program Modification | Changes or adjustments to an existing academic or non-academic program, encompassing various elements within the program structure, content, or delivery. |
| Program Reinstatement | The process of restoring a previously suspended academic program to active status after evaluation and necessary adjustments. |
| Program Suspension | A state where no new students are enrolled in an approved program for a specified period. |

5. Procedural Steps

The University of Belize implements a systematic approach to program reinstatement, following these established procedural steps:

5.1. Initial Assessment Phase

5.1.1. The Department Chair, in consultation with faculty, conducts a comprehensive assessment of the suspended program to determine:

- Resolution of issues that led to suspension
- Current market demand and needs
- Resource availability and requirements
- Alignment with institutional goals and strategic priorities

5.1.2. The Department Chair prepares an initial reinstatement proposal including justification for reinstatement, updated program specifications, resource requirements, implementation timeline, and financial analysis.

5.2. Consultation Phase

5.2.1. The Department conducts consultations with relevant stakeholders, including faculty members, industry partners, potential employers, alumni, and current and prospective students. Through these consultations, information is gathered and analysed to determine program relevance, curriculum updates, resource requirements, and consideration for implementation.

5.3. Proposal Development Phase

5.3.1. The Department Chair develops a comprehensive reinstatement proposal including program assessment results, stakeholder feedback analysis, updated curriculum and program specifications, resource requirements and availability, financial projections, implementation timeline, and risk assessment and mitigation strategies.

5.3.2. The Department Chair then submits the proposal to the Faculty Dean for review and approval.

5.4. Review and Approval Phase

5.4.1. The Faculty Dean reviews the reinstatement proposal and submits it to the Vice President.

5.4.2. The Vice President of Academics presents the proposal to the Academic Council for review and endorsement. Upon Academic Council endorsement, the Vice President submits the proposal to the President.

5.4.3. The President reviews and submits the proposal to the Board of Trustees for final approval.

5.5. Implementation Phase

5.5.1. Upon approval, the Office of Vice President of Academics notifies the Office of the Registrar, the Office of Quality Assurance and Accreditation, the Office of Budget and Finance, and the Office of the Deans of the approved program.

5.5.2. The Office of the Registrar reactivates the program in the Student Information System.

5.5.3. The Faculty Dean coordinates with the Marketing and Communications Department and Admissions Office to initiate promotion of the reinstated program.

5.5.4. The Department Chair ensures faculty and staff are in place, resources are available, curriculum is updated, and support services are ready for program delivery.

5.6. Monitoring Phase

5.6.1. The Department Chair and Program Coordinator implement monitoring mechanisms to track enrolment numbers, student performance, resource utilization, and program effectiveness.

5.6.2. The Department Chair submits the Annual Program Validation Report (APVR) to the Dean and Vice President on program performance.

5.6.3. The Department Chair conducts the annual program monitoring in accordance with the established procedures in the Program Monitoring Manual to enhance the program's academic quality.

5.6.4. The Faculty Dean and Department Chair evaluate the annual program validation report and outcomes of the annual program monitoring to modify and implement periodic program improvements.

6. Reference Document

University Program Policy

Program Monitoring Manual

7. Documentation required for implementation

Program Reinstatement Form

8. Records

The Office of Faculty Dean

9. Amendment History

| Revision # | Description of changes | Reason(s) for the change | Date of revisions |
|-------------------|-------------------------------|---------------------------------|--------------------------|
| 0 | Initial Release | Not Applicable | Same as Initial Release |