



## **Program Suspension Procedure UB-OVP-PR-008/0**

### **1. Purpose**

The institution maintains a procedural document detailing the requirements for the suspension of active programs. This document outlines the criteria, processes, and considerations necessary for evaluating program suspension. The University of Belize is committed to prioritizing the welfare of its students and conducting due diligence in the decision-making process regarding program suspension. Program suspension procedures are designed to be transparent, equitable, and guided by the institution's commitment to academic excellence and student success.

### **2. Scope**

This procedure applies to program suspension at the University of Belize.

### **3. Responsibilities**

- 3.1. The President is responsible for approving and notifying the Board of Trustees of the decision for the program suspension.
- 3.2. The Academic Council is responsible for reviewing and ensuring compliance with Suspension procedures for endorsement.
- 3.3. The Vice President is responsible for reviewing and presenting to the Academic Council for endorsement, before submitting to the Office of the President.
- 3.4. The Faculty Dean is responsible for reviewing the program request for suspension and submitting it to the Office of the Vice President.
- 3.5. The Department Chair is responsible for making recommendations for the suspension of a program

### **3. Terms and Definitions**

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 Program	A 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.

### 4. Procedural Steps

The University of Belize implements a student-centric approach to program suspension to ensure that the process is thorough, transparent, and focused on the well-being and success of its students. The University is guided by the established procedural steps listed below:

- 5.1 On an annual basis, program evaluations are scheduled to assess program performance against an established set of pre-defined metrics that encompass factors such as enrolment numbers, demand, resource allocation, and academic standards.
- 5.2 Solicit feedback from students, faculty and staff, and other stakeholders regarding the program's effectiveness and relevance.
- 5.3 Compile and analyse data based on the enrolment numbers, student success rate, employment outcomes, and other relevant indicators (i.e., academic outcomes) to inform decision making.
- 5.4 Engage in consultation with relevant stakeholders, including faculty members, Department Chairs, and administrative personnel, to discuss the findings of the evaluation and the areas of concern or underperformance within the programs.
- 5.5 Collaboratively determine appropriate courses of action to address identified issues, which may include program modifications (i.e., program restructuring, curriculum revisions), resource reallocation, or other interventions.
- 5.6 Collaboratively assess the potential impact of program suspension on current students, faculty members, and the broader University community.
- 5.7 Formulate a comprehensive transition plan aimed at aiding affected students in transitioning to an alternative program. This plan is inclusive of the implementation timeline.
- 5.8 Formulate a comprehensive Teach-Out plan aimed at aiding affected students in successfully concluding their studies.
- 5.9 A recommendation is provided to the Academic Council for discontinuation of the program with the relevant supporting documentation (i.e., Program Review, Low Enrolment Statistic Report, Financial Report, Teach-Out Plan or Program Discontinuation Form, etc).

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- 5.10 A recommendation to suspend a program would be sanctioned by the Academic Council and submitted to the President for approval.
- 5.11 Once approved, the Office of the Registrar, the Office of Quality Assurance and Accreditation, the Office of Finance, and the Office of the Deans are notified, and the information systems are updated.
- 5.12 The students, faculty, staff, and other stakeholders are then informed of the suspended program, the timeline for implementation, support services and resources available to facilitate transition, and the rationale for the suspension.
- 5.13 Admissions to the programs are suspended by the office of the Registrar and the transition plan is implemented.
- 5.14 The suspended program may stay in this status for up to five years. This time period allows time for program faculty to make a determination of whether the degree/major program will be reinstated or discontinued.
- 5.15 The faculty actively monitors the implementation of the suspension decision and regularly reviews its effectiveness, while addressing any emerging issues.
- 5.16 Transition assistance and support services are provided for students affected by the program discontinuation to ensure successful academic and professional transitions.
- 5.17 The decision to suspend the program will be periodically re-evaluated based on the evolving circumstances, annual program monitoring feedback, and performance indicators to reassess the program's status and progress towards reinstatement.
- 5.18 The outcomes of the re-evaluation process will be documented, including any decisions made and action plans developed, for future reference and accountability.

### 5. Reference Document

University Program Policy

### 6. Documentation required for implementation

Program Suspension Form

Teach-Out Plan

### 7. 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