# University of Toronto

# Proposal for the Closure of an

# Existing Program

# (Graduate or Undergraduate)

This template should be used to bring forward all proposals for program closures for governance approval under the University of Toronto’s Quality Assurance Process. It is designed to ensure that all evaluation criteria established by the Quality Council are addressed in bringing forward a proposal for academic change. Please submit in MS Word format.

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| Closure Proposed: | [E.g., the Major Program in XXX; or the Master’s Program/Degree in XXX] |
| Department / Unit (if applicable): |  |
| Faculty / Academic Division: | University of Toronto Scarborough |
| Faculty / Academic Division contact: | Annette Knott, Academic Programs Officer  aknott@utsc.utoronto.ca |
| Department / Unit contact: |  |
| Date program will be closed to new enrolments/admissions: | April 1, 2018 |
| Anticipated date of full closure of program:  (date by which students currently in the program will be expected to graduate; normally five years after the date the program is closed to new enrolments/admissions) |  |
| Date of this version of the proposal: |  |

### Brief Summary

* State precisely what is being closed.
* Describe the relationship between what is being closed and any remaining offerings.

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### Rationale

* Provide a brief description of the background of the program. In particular, speak to when the program was first created, how long has it been offered, and any past success of the program.
* What has led to the decision to close the program?
  + You may want to consider any of the following: changing enrolment; changing disciplinary landscape; shifting expertise of the professoriate; poor quality of the academic offering; and/or overlap with other existing programs.
* What are the positive and negative implications that need to be considered in the closure.
  + Is the proposed closure in response (whether direct or indirect) to any recent unit or program reviews?
  + Is the proposed closure aligned with the unit’s academic plan?

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### Impact on other programs/units of the proposed closure

* Describe the impact on the nature and quality of the division's program of study.
* Describe the impact of closure on other units including inter-divisional and inter-institutional agreements/contracts.
* Will the courses that supported this degree, program, or program option continue to be offered?

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### Student Accommodation

* Give the current enrolment showing breakdown by year in the program / option being closed.

Table 1: Undergraduate

|  | Year one | Year two | Year three | Year four |
| --- | --- | --- | --- | --- |
| Current enrolment | # | # | # | # |

Table 2: Graduate Breakdown

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Current enrolment Masters |  |  |  |  |  |  |
| 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).
  + What is the 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?
  + What is the capacity and availability of courses 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/may not be created by the closure?)

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### Faculty / Staff Accommodation

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

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### Consultation

* Provide evidence of consultation with any programs/units/faculties that will be affected by the proposed closure.
* Provide evidence of consultation with any faculty/staff that will be affected by the proposed closure.
* Provide details of consultation with students, including:
* Meetings/town halls/emails/questionnaires;
* Describe any response/feedback received;
* How students will be notified of the changed once it’s approved by governance?

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### Governance Process

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| **Levels of Approval Required** | Date |
| Department/Unit Curriculum Committee |  |
| Decanal Sign-Off |  |
| Provostial Sign-Off |  |
| DUCC (Undergraduate)  DGCC (Graduate) |  |
| UTSC Academic Affairs Committee |  |
| Submission to Provost’s Office |  |
| AP&P  (for approval of program closures: undergrad specialists/majors; freestanding minors; graduate fields or diplomas, and collaborative programs) |  |
| Academic Board  (for approval of degree, graduate programs, 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 MTCU (in case of closure of degree) |  |