

Complete Policy Title:

Protocol for the Closure of Graduate Programs or Fields

Policy Number (if applicable):

Approved by:
Senate

Date of Most Recent Approval:
June 8, 2011

Date of Original Approval(s):
January 14, 1998

Supersedes/Amends Policy dated:

Responsible Executive :
Associate Vice-President and Dean of Graduate Studies

Enquiries:
[University Secretariat](#)

DISCLAIMER: *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.*

PROTOCOL FOR THE CLOSURE OF GRADUATE PROGRAMS OR FIELDS

1. Consideration of whether a graduate program or field should be discontinued can be initiated by:
 - a. a recommendation from the Department (or academic unit) that delivers the graduate program or field, or from the Faculty Dean, to the Associate Vice-President and Dean of Graduate Studies.
 - b. a recommendation from the McMaster Quality Assurance Committee, based upon a periodic appraisal, to the Associate Vice-President and Dean of Graduate Studies that a graduate program or field should be closed.
 - c. a recommendation from the Associate Vice-President and Dean of Graduate Studies, based upon (i) a review prior to the submission of a report to the McMaster Quality Assurance Committee, that a graduate program or field is in serious jeopardy, or (ii) a review in accordance with the "Procedures for University Reviews of Departments, Schools and Major Instructional Programs" that indicates that a graduate program or field should be considered for closure.
2. Regardless of its origin, a recommendation that a graduate program or field should be closed or considered for closure should be forwarded to Graduate Council. Graduate Council shall receive from the Chair/Director or equivalent and Faculty Dean(s) a statement of academic and resource decisions that have been made with regard to the program/field under consideration. In addition, both the Department (or academic unit) and Faculty shall indicate the priority accorded the graduate program/field under review, and shall describe the consultation process with and plan for completion of any students currently enrolled in the program/field. No recommendation to close a graduate program

or field shall be forwarded to Graduate Council until the Department (or academic unit) concerned, including faculty and students, has been notified of the intention to make such a recommendation. Other Departments (or academic units) for which the program in question is integral to their own graduate offerings should also be informed of the proposed closure and given an opportunity to comment to Graduate Council on the ramifications of closure on their graduate work. Written responses provided to the Vice-President and Dean of Graduate Studies will be forwarded to Graduate Council along with the recommendation for closure. Graduate Council shall recommend to the University Planning Committee whether or not the program/field should be closed.

3. The Associate Vice-President and Dean of Graduate Studies shall transmit Graduate Council's recommendation to the University Planning Committee, together with documentation supporting the recommendation and, if appropriate, his/her comments on the recommendation.
4. Based upon information provided by the Associate Vice-President and Dean of Graduate Studies, Graduate Council, the Department/academic unit, Faculty, and the University-wide academic and financial context, the UPC considers whether or not the graduate program/field should be discontinued and forwards its recommendation to Senate.
5. Senate makes the final decision on whether or not to proceed with closure of the program or field.