

Approval Authority: Board of Governors**Last Approved:** April 20, 2021**Administrative Responsibility:** Academic Office**Next Review:** 2024-2025

POLICY

Nicola Valley Institute of Technology recognizes that there may be times when a program needs to be archived. Archive refers to the indefinite removal of program information from the institute public domain such as the calendar, website, and program offerings promotional materials.

PROCEDURES

The process for program archiving will include the following.

- I. A program may be archived by the Institute for one or more of the following criteria:
 1. financial factors;
 2. program effectiveness;
 3. student demand;
 4. graduate employment rate/ students continuing to further studies;
 5. alternate program providers;
 6. Board of Governors program priorities; or
 7. any other criteria the Board of Governors considers relevant.
- II. When a particular program is being considered for archiving an opportunity will be provided for the Office of the Deans to provide a written submission to the Associate Vice President Academic and Community Education about the impact of such a decision.
- III. The Associate Vice President Academic and Community Education will review the submission from the Office of the Deans. If the decision is made to proceed with program archival, the recommendation will be made to the Board of Governors. Should the input received result in a decision by the Associate Vice President Academic and Community Education to not pursue program archiving, then no further steps to program archival will be taken.
- IV. The Board of Governors, prior to making the final decision on whether there is a need for the program archival, will seek the input of Education Council as required by the College and Institute Act. After having received input from Education Council the Board will make the final decision.
- V. The institution will take steps to avoid or minimize the negative impact on students currently taking a program to be archived.

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