

Course Suspension/Closure Process

This process is designed to outline the actions and communications that must take place when a decision is reached to suspend or close a programme of Higher Education. Please note that for suspension/closure of franchised programmes, the relevant University process must be followed in consultation with the appropriate University and College management.

The College has a Student Protection Plan, which identifies the risks that the College will no longer being able to continue to deliver specific Unit/Module subjects or courses, where suspension or closure may occur. This Plan outlines the actions the college will take to mitigate these risks, and how students will be consulted and informed of any decisions relating to non-continuation of studies. This document, together with the Student Protection Plan, should be considered in decision making and are available on our website under Higher Education, Policy and Process.

The attached form should be completed by the Head of Learning with responsibility for the programme in question. The form should be completed following consultation with the staff involved in the delivery of the programme, and once agreement for closure or suspension has been reached, details of the rationale for closure and teaching out arrangements can be included.

The Suspension/Closure form once completed (see appendix 1), should be signed off by the named relevant departments to ensure the required actions are taken. This is to minimise the effect on applicants, notifying them in good time, and to avoid any misinformation to stakeholders and interested parties in removing the course from both internal and publicly available information.

Preserving the student experience

It is crucial that when discussing suspension/closure of a programme, the experience of the remaining students on the programme is safeguarded. It is usual practice that remaining groups are informed of the decision in a timely manner, or involved in the process of reaching that decision.

Attention needs to be given to the impact of the removal or temporary loss of the programme and the resulting reduction in student cohort/s on staffing, student support, reduced accommodation or resourcing etc. and any potential impact this may have on quality assurance. Enhanced monitoring of the student experience during a teaching out period is best practice, and additional questions can be added to the Student Experience Forum agenda as deemed appropriate.

The process diagram (see appendix 2) should be used as a tool for guidance for both staff and students to ensure the suspension or closure of a programme is managed effectively.

Appendix 1

HE Suspension or Closure: Withdrawal from Recruitment Form

Programme title:	
Programme code:	
Curriculum Area:	
Awarding Body:	

Programme Leader:	
Head of Learning:	
Please tick as appropriate:	<input type="checkbox"/> Suspension <input type="checkbox"/> Closure/withdrawal
Date of decision:	

RATIONALE: *Please detail how the decision to close/suspend was arrived at, and the rationale for the decision, which could include low applications, quality concerns, changes to employer needs etc.*

CONSULTATION: *Please explain how the remaining students and those in the application process will be consulted or informed of the suspension/closure, and what advice and help will be given to applicants.*

TEACHING OUT INFORMATION: *Please detail below the number of students remaining on the programme and estimated date for final completion of programme delivery.*

Date of last recruitment:

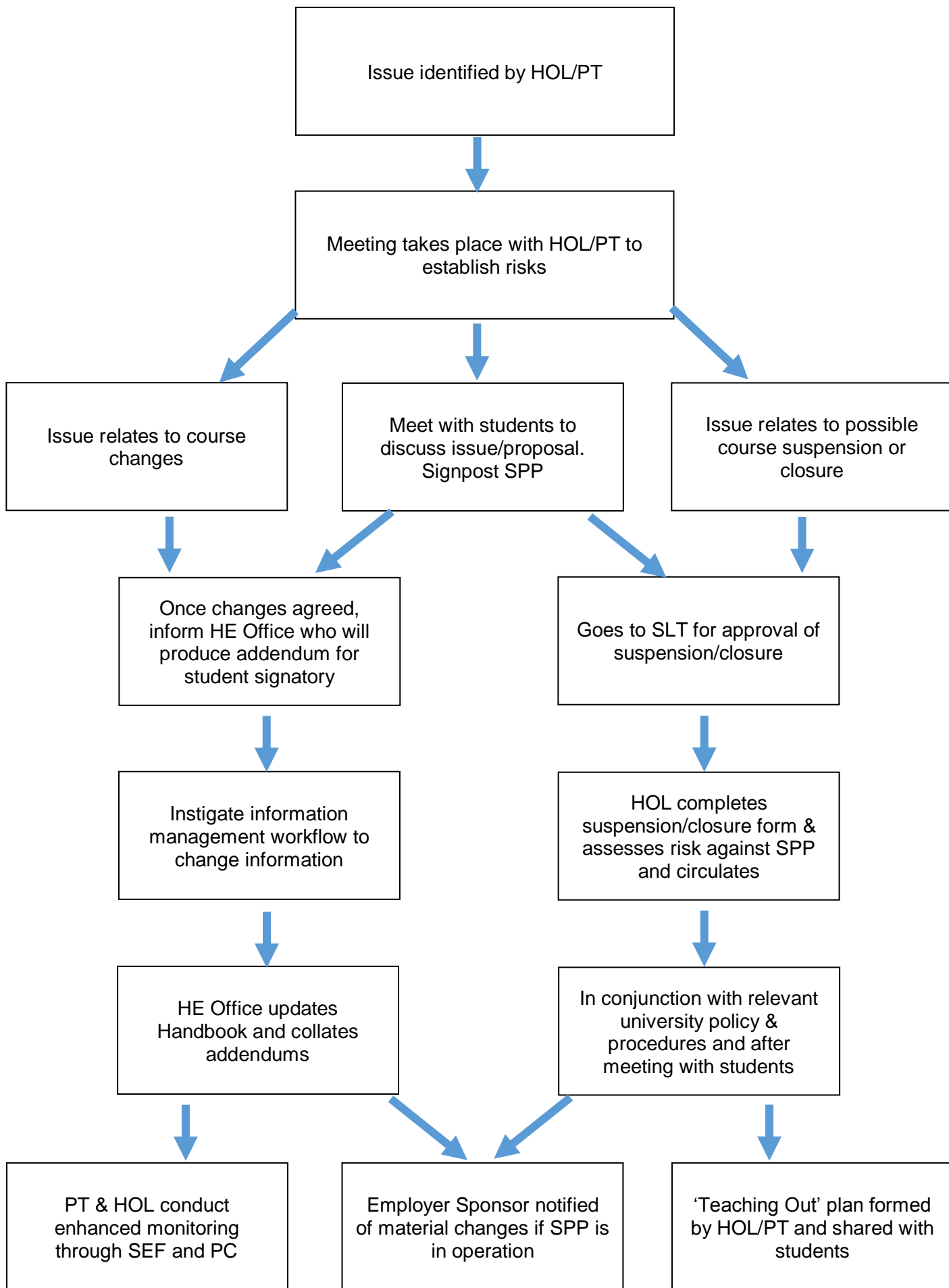
Reporting/Notification of suspension/closure decision:

Student Services		Finance	
HE Office		Marketing	
CIS		CDU	

CONFIRMATION OF ACTIONS:

FINANCE	Amend Finance information SFE portal	DATE:
HE ADMISSIONS	Suspension/Removal from UCAS and notification of applicants	DATE:
MARKETING and CDU	Removal of programme details from all information (web and hard copy)	DATE:

Process Diagram for Course change, Suspension or Closure



Key					
HOL	Head of Learning	PC	Programme Committee	SEF	Student Experience Forum
		PT	Programme Team	SPP	Student Protection Plan