

HE Course Closure & Course Change Policy

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Approved by	HESB
Policy Owner	Deputy Principal Curriculum & Quality
Policy Author	Director HE & Academic Standards
Scheduled review	Three Years
Available on	Internet



1. Purpose

1.1 This policy summarises the procedures for the closing, suspending, removal or changing of any Higher Education (HE) programme of study including short courses and/or micro-qualifications at level 4 or above.

1.2 Reference points for this policy include the HE Admission Policy, HE Contract, HE Fees Policy, the Student Protection Plan, Competition and Market Authority (CMA) guidance for HE and the Higher education course changes and closure: statement of good practice (Nov 2015).

1.3 The college undertakes full compliance with the Consumer Rights Act 2015 to ensure that consideration and protection of the student interest remains central to the process.

2. Scope and responsibilities

2.1 As soon as the decision has been approved for a programme to be discontinued, applicants holding offers must be informed as soon as practically possible by Registry/Admissions Team/Directorate Administrator. In addition, where possible and appropriate, they will be offered a place on an alternative programme within the college or supported by the Admissions and CIEAG teams.

Changing of Programme Content – Before and After Entry In making any changes to programmes of study, consideration must be given to the student contract, CMA guidance and Student Protection Plan.

3. Principles

In exceptional circumstances the college may wish to suspend for a fixed period of time, remove or close a programme of study.

The reasons for programme closures are varied and may include (but are not limited to):

- low recruitment,
- changes in strategic priorities or staffing alterations

Decisions to close or suspend programmes would be taken by Directors of Curriculum and Deputy Principal as part of business and curriculum planning and reported at the HE Strategy Board (HESB) and HE Oversight.

Such decisions would always be taken as a last resort and where possible, made in a timely manner. Evidence required would include:

- Market rationale
- Strategic and financial implications
- The impact of the relationships with partner institutions and/or Professional Statutory and Regulatory Bodies (PSRBs)
- The impact on current and prospective students, including those students who may need to repeat modules or who have interrupted studies
- The impact on any employer relationships
- Arrangements for any replacement programme
- Arrangements for ongoing delivery and support during the teach-out period (where applicable)

Once the decision to close or suspend the programme is confirmed, the Director of Curriculum must inform relevant departments such as Registry, Admissions, Finance, Marketing and MIS.

4. Closure of programmes approved by Awarding Bodies such as Pearson Higher National

4.1 The college has a responsibility for ensuring that students remaining on the provision can complete their studies once they have started, and that academic standards for these students are maintained.

4.2 The college is committed to 'teaching out' those courses whenever possible so that students can complete the programme and offers to new entrants will cease to be made. Communications with students (College digital channels, formal letters and face-to-face meetings) will be conducted at the earliest possible date for full consideration of the relevant options: e.g. complete the programme of study, transfer to another programme within college or apply for a transfer - with a Pearson unit certificate of achievement -- to another institution.

5. Course alterations

5.1 In making any changes to programmes of study, consideration must be given to the student contract, CMA guidance and college Student Protection Plan. It is normal academic practice to make minor modifications and amendments to programmes during the enrolment term in line with HE quality assurance validation/re-validation processes.

5.2 These changes are usually made in response to student feedback, external examination, to enhance the learning opportunities and to meet the requirements of an external body.

5.3 The college will inform every registered student of any editorial, minor or major changes or variations no later than six weeks of the term preceding the term in which the change or variation shall take place. In the case of changes due to circumstances beyond college control (e.g. illness, sudden departure or death of a key staff), registered students will be consulted or informed as soon as is practically possible. In the case of major changes to the programme, confirmation of the consent of every student must be sought.

6. Refunds and Compensation

6.1 The college Fees Policy sets out the circumstances in which it will refund tuition fees and other relevant costs to students and provide compensation if applicable in accordance with Office for Students (OfS) and Office of the Independent Adjudicator (OIA) guidance.

This policy should be read and considered in conjunction with the following:

- **Equality, Diversity, and Inclusion Policy**
- **College Complaints Policy**
- **HE Admissions**
- **HE Communications Policy**
- **HE Fees Policy**
- **HE Student Protection Plan**
- **HE Student Transfer Policy**
- **HE Validation**
- **Safeguarding & Prevent Policy**

Document Change Record

Version	Description of Change	Changes Made By	Date	SLT App Date
V.1.0	•			