

**COURSE CLOSURE**

**Stage 1: Approval for Course Closure**

**Institutes should:** discuss with relevant parties: other Institutes, partner representatives/managers, Registry Services and AQU

**Head of Institute (Hol)** completes [Request for Closure, Suspension or Substantial Change of Courses](#) and submits to CSG

Once agreed by CSG/UE, CSG Secretary will notify AQU (EEs), Admissions, Student Records, Timetabling, Comms & Participation, Int'l Office/UWIC, other Institute/s

**Stage 2: Managing Course Closure**

**Hol** develops [Action Plan](#) for approval by Inst SMT.

**SMT/IQC** receive progress reports. Where partners are involved, **Hol** should establish a Course Closure Management Group.

Action plan must consider implications of closure and cover notification to, and communication with, students, applicants, stakeholders, internal UW services/departments.

**Stage 3: Communication**

**Hol** meets current students to advise on closure and teaching out

Registry Services communicates to all applicants and temporarily withdrawn students and records status of course as Closed. Asst Registrar (Rec & Adm) removes course from UCAS database.

AQU contacts External Examiners (EEs) and PSRBs (unless agreed otherwise with the Institute).

Comms & Participation update website to reflect status of course as Closed.

**COURSE SUSPENSION**

**Stage 1: Approval for Course Suspension**

**Institutes should:** discuss with relevant parties: other Institutes, partner representatives/managers, Registry Services and AQU

**Head of Institute (Hol)** completes [Request for Closure, Suspension or Substantial Change of Courses](#) and submits to CSG.

Once agreed by CSG/UE, CSG Secretary will notify AQU (EEs), Admissions, Student Records, Timetabling, Comms & Participation, Int'l Office/UWIC, other Institute/s

**Stage 2: Managing Course Suspension**

**Institute** should hold a meeting to consider the implications of suspension for returning students, current students, next intake, External Examiners, external partners and PSRBs

**Stage 3: Communication**

Registry Services communicates to all applicants, contacts current and temporarily withdrawn students and records status of course as Suspended. Asst Registrar (Rec & Adm) removes course from UCAS database

AQU contacts External Examiners (EEs) and PSRBs (unless agreed otherwise with the Institute)

Comms & Participation update website to reflect status of course as Suspended

Academic Registrar will report to CSG on Course Suspension annually

**Reinstatement:**

Courses will automatically become available at the end of the term of suspension **unless Hol informs CSG to extend**. If reversal is required before the agreed date, **Hol** must make an application to CSG

**SUBSTANTIAL CHANGE**

**Stage 1: Approval for intention to make Substantial Change**

**If not clear if substantial change, IQC Chair** initially submits an [Amendments to Approved Courses form](#) to AQU/DQED for confirmation of process.

**If advised that change is substantial, Head of Institute (Hol)** submits [Request for Closure, Suspension or Substantial Change of Courses](#) to CSG

**Institutes** must consider the impact on students/applicants and consult with DQED and Academic Registrar on legal obligations.

**Stage 2: Managing Substantial Change and Communication with Applicants/Students**

Once agreed by CSG/UE, **Hol and Course Leader** consult with Academic Registrar to ensure appropriate communication with applicants.

Where changes will impact on current students the **Institute** must ensure that the proposal has the agreement of all students.

AQU will monitor and report to ASQEC on the scale and scope of substantial change annually.

Please refer to the [procedures for full details:](http://www.worc.ac.uk/aqu/documents/CourseClosureSuspensionSubstantialChangeProcedures.pdf)  
<http://www.worc.ac.uk/aqu/documents/CourseClosureSuspensionSubstantialChangeProcedures.pdf>