## **Higher Education Course Closure Process**

Decision to close a course made at HE Academic Board/Executive Meeting	
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Director of Learning (DoL) and Learning Manager informed	Executive Director HE & Skills
Partner institution link tutor informed, where relevant	DoL
Partner institution partnership manager informed, where relevant	Head of HE
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Devise course closure action plan and timeline	
Consultation meetings with students	Relevant DoL
Consultation meetings with staff	Relevant DoL
Inform awarding body/organisation and external examiner/verifier(s)	Learning Manager
Identify resources required to support all students to successful completion	DoL, Head of HE, Executive Director HE & Skills, Chief Operating Officer
Additional awarding body/organisation requirements, where relevant	Head of HE
Advise applicants of decision and advise options (HE office via letter)	Advise UCAS of change to listings, where relevant (HE team)  MUST be before 31st March in current UCAS cycle
Head of HE	
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Awarding body/organisation to review and agree action plan and timeline (where relevant)	
Head of HE	
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Assessment Board (or equivalent)	
Identify action plan for students requiring re-sits, re-takes, mitigating circumstances etc	
All students successfully complete	