Higher Education Course Closure Process

Decision to close a course made at HE Strategy & Planning Meeting

Director of Learning informed	Validating Institution Link Tutor informed	Validating Institution Partnership Manager informed
DoL HE, D& B	DoL - Curriculum	DoL HE, D& B

Devise Course Closure Action Plan and Timeline	
Consultation Meetings with Students	DoL - Curriculum
Consultation Meetings with Staff	DoL - Curriculum
Inform External Examiner(s)	Programme Leader
Identify resources required to support all students to successful completion	DoLs – Curriculum & HE, D & B, VP – Curriculum; VP Finance & CD
Additional Validating Partner-specific requirements	Director of Learning – HE, Digital & Business

Advise Applicants of decision and advise re options	Advise UCAS of change to listings
MUST be in current UCAS Cycle and allow students ample time to apply elsewhere	
Director of Learning – HE, Digital & Business	

Validating Partner to Review and Agree Action Plan and Timeline
Director of Learning – HE, Digital & Business

ASSESSMENT BOARD

Identify Action Plan for students requiring re-sits, re-takes, mitigating circumstances etc	All students successfully complete
DoL - Curriculum	Formal Course Closure Agreement
	DoL HE, D& B