

**Northern Regional College
Policy and Process for Course Changes,
Cancellation or Closure**

Doc No. STU 19

Issue	Document Title	Date of 1st Issue	Last Reviewed	Responsibility of
1	Policy and Process for Course Changes, Cancellation or Closure	April 2018	--	Head of Student Experience

This document can also be produced in alternative formats upon request.

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Northern Regional College

Policy and Process for Course Changes, Cancellation or Closure

1. Introduction

The College may decide to change, cancel or close a course for a number of reasons including insufficient demand, limited resources to support delivery or strategic developments in the Colleges academic planning. This document explains the policy and process that College staff should follow when such occurrences happen.

2. Changes to a Course

Changes to a course include, but are not limited to:

- change in venue;
- change in class times;
- change in unit/module content;
- change in lecturer;

All changes must be agreed with the relevant Assistant Head of Department and there must be written evidence to illustrate that this has happened. Formal communication with students should not happen until changes have been agreed with Assistant Head of Department.

The College policy when such changes occur is that all currently enrolled students must be contacted by the Course Coordinator to:

- explain the changes **before** the changes happen;
- offer the opportunity for discussion about the changes.

Written evidence must be kept to illustrate that these activities.

In communicating with students regarding changes, the following methods of communication must be used:

- e-mail
- letter

Minutes from staff student meetings should also record that the changes have been discussed with students and that their feedback has been recorded. It is also advisable that changes are alerted to students via the DLE and/or other discussion forums.

The Course Coordinator must also inform the College's Marketing team that publicity material must be updated.

3. Cancellation to a Course

The College policy and process when a course is cancelled is that:

1. The Course Coordinator and Assistant Head of Department agree that the course has low applicants and recommend that the course should be cancelled. This recommendation must be recorded – either as a minute in a meeting; or via e-mail.
2. The Assistant Head of Department alerts the Head of Department to the cancellation recommendation providing details as to why the recommendation is being made. This must be sent via e-mail.
3. The Head of Department contacts the Vice Principal for Teaching and Learning with the recommendation. Only the VP for T&L can authorise a course cancellation.
4. If in agreement that the course should be cancelled, the VP for T&L will advise all those involved with the enrolment process i.e. HoD, AHoD, Departmental PA, Campus Administrators.
5. If in agreement that the course should be cancelled, the VP for T&L will advise the Marketing team that publicity material must be updated.
6. The Departmental PA must contact potential applicants immediately to inform them of the cancellation. Students must be provided with information about the College's Careers Advisors who will be available to discuss alternative options.

4. Closure of a Course

Closure of a course is where the College agrees that the course will be removed from the College portfolio. This decision may affect, but is not limited to:

- 1st year students on a 2 year programme.
- Students who have withdrawn, but who may still have a live registration with the awarding body.
- Students who completed the course in previous years, but who may still have a live registration with the awarding body.
- Prospective students currently enrolled in lower level College courses who had the potential to progress to the course.
- Employers or schools who engage with the College and who may advise prospective students about the course.

The College policy regarding course closure is that:

- all currently enrolled students and all students with a live registration must be contacted by e-mail or letter to advise them of the closure **before** the closure happens with an opportunity offered to discuss the closure;
- all prospective students are identified as far as possible and are contacted by e-mail or letter to advise them of the closure;
- the awarding body is notified and that their process for course closure is followed.

If the College is considering closing a course, there must be a formal minuted meeting between the Vice Principal for Teaching and Learning, the relevant Head of Department, the relevant Assistant Head of Department, the Head of Marketing and the College's Equality Officer.

Formal communication with students should not happen until the course closure has formally been agreed by the Vice Principal for Teaching and Learning. In contacting enrolled students and prospective students the following advice must be provided:

- availability of the College's Careers Advisors who will be available to discuss alternative College options;
- information about other educational establishments that offer the course.

Evidence of communication and discussion must be recorded.

5. Comments and Complaints Regarding this Document

Comments and complaints regarding this document will be handled through the College's comments and complaints mechanisms. If you have a comment or complaint, or require further information regarding the process, please e-mail quality.improvement@nrc.ac.uk .

6. Monitoring and Review of this Document

- a. This document will be monitored on an ongoing basis and subject to a full review at least every two years.
- b. The document may also be updated if changes or improvements in processes or procedures are identified.
- c. In monitoring and reviewing the document the following will be taken into consideration:
 - feedback regarding the content and format of the document;
 - uptake and usage;
 - comments or complaints regarding the document;
 - Equality information and monitoring data.

7. Links to other Documents

Internal Documents:

- Curriculum Plan
- Admissions Policy

External Documents

- CMA Guidance for HE
- QAA Quality Code B2

Document Development

D1. Working Group: details of staff who were involved in the development of this document:

Name	Position
Laura Firth	Head of Student Services
Hilary Hagan	Quality Manager

D2. Consultation: details of staff, external groups or external organisations who were consulted in the development of this document:

Please refer to Equality Screening Consultation Guidance.

Name	Organisation	Date
VP Teaching & Learning	Northern Regional College	21.02.18
Curriculum Heads of Department	Northern Regional College	27.02.18

D3. Approval Dates:

Details	Date Approved
Equality Screening (please refer to Equality Screening Guidance)	09.04.18
Quality Checked (please refer to Quality Checklist)	09.04.18
SLT	Approved by VPT&L
Governing Body (SLT to decide if PPS needs to go to Governing Body)	NA

D4. Communication Plan:

Please provide details and dates as to how this document will be communicated, implemented and disseminated:

Action:	Action by:	Date:
Agenda Item at next Forums and T&L Committee	QM	09.04.18
Uploaded to Staff Intranet	QM	09.04.18
Signposted in E-Zine	CO	Next issue

D5. Document History

Issue no. under review (Please see the front page)	Date of review: (Date)	Who was involved in reviewing the document? (Name/s)	Were changes made to the document after reviewing? (Yes or No)	If changes have been made, please provide brief details:	New Issue No.	If Yes, did the document need to go through consultation again? (Yes*/No)	If Yes, did the document need to be Equality Screened again? (Yes*/No)	If Yes, date those affected by document will be alerted of updated document: (Date)
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* If you answered 'Yes' in columns E or F, you must forward details of additional consultation and/or screening to the Equality Officer.