

P940 Higher Education Removal of Courses, Curriculum Revisions

1. INTRODUCTION

It may be necessary to remove certain provision (qualifications and module options) from the HE College curriculum plan. It is imperative that before a course or option is removed or a class is closed that the implications are fully considered. Such implications may include, for example, financial considerations, market demand, resource implications, consumer protection (students) and reputational issues.

2. PURPOSE

2.1 To ensure that restrictions on the number of classes offered in a particular subject area are agreed by the Academic Director UCP (HE) in conjunction with the Vice Principal Curriculum and Quality

2.2 To ensure that the closure of classes is discussed and agreed at all management levels

2.3 To ensure that processes and procedures for affecting the closure of the class are implemented so that staff and students are fully briefed

2.4 To ensure that implications of removing a course or programme of study are discussed and agreed by the HE Academic Board

2.5 To ensure that students are made aware of the reasons for the closure/removal/revision of modules / units, and are provided with information on the options available

2.6 To ensure students are consulted and informed about curriculum revision

2.7 To ensure students are made aware of changes to their course in a timely manner this will be a minimum of 4 weeks prior to the commencement of a course

3. SCOPE

Within the scope of this standing instruction are:

3.1 Decisions to restrict the number of classes to be offered in a particular curriculum area

3.2 Decisions to remove qualification(s) from the current College provision

3.3 Decisions to revise units/modules within a HE qualification

3.4 Inability to run a specific optional module/ unit due to low numbers

3.5 Processes for ensuring existing students can complete their course/programme even though it will not run in subsequent years e.g. the course will be removed from the curriculum offer

4. RELATED DOCUMENTS

- Course Internal/External Approval of Courses
- Curriculum Operations Framework 2015-16
- P800 HE Appeals Policy
- Competition and Markets Authority legislation

5. DEFINITIONS

- ***Class:***

a regular meeting of a group of learners studying for a particular qualification or range of qualifications.

- ***Qualification:***

a programme of study leading to recognised certification.

- ***Removal of a Course/Programme from the College Curriculum:***

to delete this provision from offer in the College Curriculum Plan until further notice.

- ***Existing Student:***

is one that is enrolled in a current academic year, that being 1st August to 31st July for HNC enrolled on a programme ie HNC Full-time = 1 year HNC part-time = 2 years.

6. RESPONSIBILITIES

6.1 It is the responsibility of the Vice Principal Curriculum and the Academic Director UCP to determine whether the reason for closure is valid and acceptable

6.2 It is the responsibility of the Vice Principal Curriculum and the Academic Director UCP to determine whether there should be a restriction on the number of classes in the particular subject area

6.3 It is the responsibility of the Vice Principal Curriculum and the Academic Director UCP to determine whether the reason for removal of a course from the current College portfolio is valid and acceptable

6.4 It is the responsibility of the Academic Director UCP and the Vice Principal Curriculum to complete the appropriate documentation

6.5 It is the responsibility of the Academy Director and Academy Managers to consult with students on curriculum revisions

7. RISK ANALYSIS

This policy is required to ensure correct procedures are in place and are followed by all involved

Analyse the risks of non-adherence to this policy:

Poor student satisfaction, resource implications, financial considerations and reputational issues.

8. EQUAL OPPORTUNITIES IMPACT ASSESSMENT

All new policies must undergo an Impact Assessment. Failure to do so will result in the policy not being approved. A template Equality Impact Assessment form is available on SharePoint/policies

Section one: Screening for impact consists of three pages (this is mandatory and must be signed and dated and attached to the new policy)

Section two: Full assessment (this only needs to be completed if there are equality issues within the Policy)

9. DATA PROTECTION

This policy requires the college to collect, store and process personal data in accordance with the terms of its data protection registration.

10. PROCEDURE

10.1 The Academic Director UCP will make teaching staff and potential students aware if course numbers are low and the course is at risk of closure. Alternative provision will be considered.

10.2 The Academy Director in consultation with the Academic Director UCP will agree and document the reasons for a) the closure of the class or b) the removal of a Programme from the College portfolio.

10.3 All planned course closures will be submitted to the HE Academic Board for approval.

10.4 The Academy Director and Academic Director UCP will inform the appropriate staff

10.5 The Academic Director UCP will ensure intermitted students affected are informed, where possible, in writing, outlining the reasons and the options or alternatives available

10.6 The annual Curriculum Operations Framework will outline key requirements

10.7 The decisions on curriculum revisions will be communicated to students via the UCP Academic Director / identified delegate

11. ATTACHMENTS

11.1 Request to close a course or undertake curriculum revision HE – P940 Appendix A - Form 001

12. RIGHT OF APPEAL

12.1 A current student may appeal in writing to the Principal, against a class closure, within 12 working days from notification of the closure of the course. The learner notification letter must be dated, and it is from the date of the letter that the 12 working days commence for an appeal to be activated

12.2 A current student may appeal in writing to the Principal, against a course removal, within 12 working days from notification of the removal of the course. It is from the date of the notice that the 12 working days commence for an appeal to be activated

12.3 A current student may appeal in writing to the Principal, against the removal of an optional module / unit, within 12 working days from notification of the removal. It is from the date of the notice that the 12 working days commence for an appeal to be activated