

The Cornwall College Group

Discontinuation and Suspension of Higher Education Programmes Procedure

2025-2026

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Version	Date	Author	Replaces	Comments
1	26 May 2015	Jess Hutchings		Initial Creation
2	January 2025	Amanda Crowle / Heather Fitzgerald		Rewrite to bring in clearer definitions and roles and responsibilities.
3	March 2025	Amanda Crowle/Heather Fitzgerald	Updated the role of COG within the process; positional titles– based on HEAB Feb 25	Added in links to Power BI UCAS dates

1. Purpose

In order to protect the interests of applicants and students the College has a robust process in place for the discontinuation or temporary suspension of any programme of study. Due to the contractual obligations between the applicants, students and the College, no Curriculum Area can withdraw or suspend a programme on its own authority. Whether a programme is to be permanently discontinued or suspended; they must be approved by the Higher Education Academic Board. This will therefore ensure that the interests of offer-holders, applicants with deferred place and students who have suspended from their studies are appropriately considered, informed and supported during any suspension or discontinuation procedure.

The College is committed to ensuring that the quality of learning opportunities and the support of students towards achieving the best possible academic outcomes. Aside from the normal academic practices of reviewing and updating modules and programmes, in exceptional circumstances, it may be necessary to discontinue a programme or make changes for a specific group of students.

In such circumstances the College will ensure that existing or potential students are fully informed, consulted and supported to protect their interests.

2. Applies to

This procedure applies to the following:

- Offer- holders
- Applicants with deferred places
- Students who have opted to suspend their studies
- Current students on programme

3. Responsibility

3.1 Admissions Manager

- a) Communicating decisions to affected applicants/students as noted in Section 5.
- b) Informing Customer Services Team of any programme changes.

3.2 Head of Higher Education (Strategic or Operational Lead)

- a) To liaise with relevant Programme Manager(s).
- b) Compiling the overarching agreed list of Programmes to be Discontinued and/or suspended for the following academic year in line with scheduled UCAS programme roll over date of 30th April (Appendix 1).

3.3 Heads of Campus/Curriculum Leads

- a) To continually review live applicant data on Power BI; which will include those applicants who have been noted as rejected and withdrawn.
- b) To hold discussions with the relevant Programme Manager(s).
- c) Updating 4Cast.

3.4 Corporate Operations Group (COG)

- a) Ensure that appropriate and robust discussions take place within COG on a weekly basis confirming that full consideration has been given to each programme and any related permutations as noted in Sections 5 & 6 below.
- b) Full disclosure of outcomes from COG in relation 3.4(a) to be communicated to Admissions Manager and HE Academic Policy and Quality Lead for relevant actions on a weekly basis via the relevant Departmental Manager.

3.5 Higher Education Academic Board

- a) Reviewing and ensuring that due process has been followed in terms of outcomes from COG; that no applicant or student will be disadvantaged by the decision to either discontinue or temporarily suspend a programme.

3.6 HE Academic Policy and Quality Lead

- a) Completing relevant paperwork to inform associated awarding body; such as University of Plymouth, Marjons or Falmouth University.

3.7 Marketing

- a) Updating UCAS and College website.

4. Programme Discontinuation and Suspension

The College may decide to close and remove a programme of study. The temporary suspension of a programme can be requested for a fixed period of time.

Within all circumstances, the implications for the contractual relationship; whether for existing or potential students will be at the heart of the process.

Whilst these decisions are made involving those noted above, the following evidence should also be reviewed when making such decisions:

- Market rationale
- Enrolment trends
- Historical applications timelines
- Implications for associated progression routes within the College
- Strategic and financial implications
- Impact on current and prospective students
- Impact on any relationships with partner institutions and/or PSRBs
- Impact on employer relationships
- Arrangements for any replacement programme

5. Teach-out arrangements

The decision to discontinue a programme will need to consider the arrangements to be put in place for students registered on the programme; this must include any students who has suspended their studies and not yet completed the programme such as those students who have deferred entry. Such arrangements should compass the following:

- The standard of provision to the current students will be maintained throughout their period of registration.
- The learning outcomes of the programme will be achievable by current students, even if the range of module choices is smaller or different.
- The option for students to transfer to another programme within the College or another Institution; including relevant partner HEIs.

The College has a duty of care to ensure that the students will not be disadvantaged by the decision to discontinue a programme, therefore it is essential that attention is paid to the planning to teach-out carefully. Arrangement for all remaining students on the programme that is being taught out should include:

- Re-sit arrangement
- Arrangements to repeat failed modules
- Arrangements to repeat a year of study
- Arrangements for students who have suspended their studies, or wish to do so
- Arrangements for part-time students on the programme

6. Consideration and protection of the student/applicant interest

Those students who are already enrolled must be allowed to complete the original programme of study. The College would always seek to present suitable alternative programmes for students to transfer into; however; this would require the explicit written consent confirming the suitability of the new programme:

- 6.1 Current students should be informed of their options; to complete the programme of study; transfer to another programme within the College; apply for entry, with transfer of appropriate academic credit to another institution or partner.

The College will ensure that academic standards and the students experience, as far as is reasonably practicable, be maintained throughout the remaining enrolment period. The original programme learning outcomes; as defined in the Programme Specification, would remain achievable for students who would be “taught-out”.

- 6.2 Applicants will be communicated with by formal letter/email sent by the Head of Higher Education through the Admissions Manager. Those applicants who have accepted offers would be informed of the options to either transfer their application to another programme within the College or to another institution. Applicants who have been made offers but have not yet accepted will be offered the same options.

The recommendation to discontinue or suspend a programme will only be accepted if the rationale is sufficiently strong enough to justify any legal or reputational risk or disruption to applicants, offer holders, students and/or other stakeholders.

No Programme changes can be made prior to the UCAS Deadlines of the 29 January in any one academic year. Other programmes rolled over at the end of April each year must remain open for applications on UCAS until the Equal Opportunity Deadline at the end of January each year.

7. Links Policies and Procedures

Student Protection Plan
Course Transfer Procedure
Repeating Studies Procedure
Resuming Studies Procedure
HE Course Closure Refund and Compensation Procedure
Relevant HEI Paperwork – e.g. UoP ADPC

Appendix 1

UCAS KEY DATES 2025		
January	29 th 31 st	<ul style="list-style-type: none"> Equal Consideration Deadline Course Closures
February	26 th	<ul style="list-style-type: none"> UCAS Extra opens
March	31 st	<ul style="list-style-type: none"> Aim to send all decisions for those applied before 29th Jan
April	30 th	<ul style="list-style-type: none"> Providers roll over courses for next academic year
May	14 th	<ul style="list-style-type: none"> Make decisions for applicants that applied by 29th Jan. Applications automatically amended to 'Reject by Default' (RBD) if no decision made by Provider Students can begin their applications for the next academic year
June	4 th 30 th	<ul style="list-style-type: none"> 'Decline by Default' (DBD) deadline for those applicants that have not yet made decisions Main UCAS scheme close
July	4 th 5 th 17 th 23 rd 24 th	<ul style="list-style-type: none"> Last day to add 'UCAS Extra' choice Clearing opens RBD for those applied by 30th June DBD for applicants who applied by 17th July Last day for applicants to amend decisions and swap replies
August	1 st 14 th	<ul style="list-style-type: none"> STOPS can be added to decisions Expected A 'Level Results date UCAS EMBARGO – SQA 18:00 28/07/2025 - UCAS EMBARGO – JCQ
September	3 rd 17 th 24 th	<ul style="list-style-type: none"> Deadline for meeting academic conditions Last day to release into clearing Next academic year applications sent to providers for decisions RBD deadline Last day for STOPS to be added to decisions Last day for applications to be sent to UCAS
October	10 th 15 th 20 th 24 th	<ul style="list-style-type: none"> Deadline for Bulk RPA upload Equal consideration deadline for courses in medicine, dentistry and veterinary courses Last day to submit RPA and add clearing choices Current academic year closes
November	5 th 26 th	<ul style="list-style-type: none"> RPA goes live for next academic year Final RBD deadline
December		