



3.3 A course must not be closed once there are confirmed offer holders unless there are

- 3.10 If exceptionally a course is to be closed and applicants have accepted offers, those who have accepted offers should not be contacted until a proposal for closure has been approved by SMT. Once approval has been given, these applicants should then be informed, in a timely manner, of their options in regard to transferring their application to another institution.
- 3.11 Applicants who have been made offers but have not yet accepted them may however be contacted at an earlier stage to be informed that a course is being considered for closure and provide them with information about their options. Such applicants should be told that the offer of a place is suspended until a decision has been made and will be withdrawn if the proposal for closure is approved by the SMT.

Obtaining approval from SMT, HE Committee

4. Circumstances beyond the College's control
 - 4.1 In very exceptional circumstances it may be necessary for a course or courses to close which are beyond the College's control, and for teaching-out within the institution to be impossible.
 - 4.2 In these circumstances the Head of Area and the SMT will discuss the arrangements to identify:
 - x whether the College can offer alternative courses within the institution
 - x how the College will help students to transfer to other institutions, including support for transfer of credit/recognition of prior learning
 - x any financial recompense as appropriate.
5. Amending College publications/marketing material
 - 5.1 Once a course closure proposal has been approved it is the responsibility of the Curriculum Leader, in liaison with Marketing, to ensure all necessary amendments are made to all College publications and the website, and that any external references to the course (e.g. publicity through external websites) are amended.
6. Ongoing Monitoring
 - 6.1 The course must continue to be actively managed and the quality assurance framework should continue to be followed, with regard to student surveys, annual evaluation, course and module evaluation and external examining for the duration of the teach-out phase. Ongoing monitoring must ensure that the equity of experience for students on the course is maintained.