

Course Suspensions and Discontinuation Procedure

(See [Appendix 1](#) for Flowchart)

The University has a formal process for discontinuing courses and this must be processed via the Quality and Validation Unit, preferably at appropriate times ahead of recruitment cycles.

UCAS Cycle (e.g. Sept 2022 entry):



Requests for programme suspension or discontinuation should normally be made at least 18 months prior to the start of the academic year of entry, before the recruitment cycle commences. E.g. for programmes starting in September 2022, the Request should be submitted before May 2021.

1. Procedure for Standard Courses Suspensions or Discontinuation

- The School should complete the [Request to Suspend / Delete a Scheme of Study](#) form and submit to the Quality Assurance and Validation Unit (QAV);
- Approval will be sought from the PVC-L&T;
 - Offer-holders on the programme (possibly previously processed deferred applicants) If there are offer-holders on the system for the course, **the School/College must notify the individuals before the programme is suspended/discontinued.** Initial approval to 'suspend' / 'discontinue' will be sought from the PVC-L&T. Any resulting changes to offers, once agreed with the applicants, should then be returned to the Admissions Office for formal processing. The School/College must notify QAV Unit when applicants have been resolved. Offer-holders may insist that the course continues as advertised. The QAV Unit will then update the course control documents accordingly and continue with the process outlined below. Final approval can only be given if there aren't any applicants on the course.
 - If there aren't any offer-holders on the programme, then it can be suspended/discontinued once approved by the - PVC L&T and QAV will update the course control documents accordingly.
- QAV will disseminate the approved course change information to all relevant departments, including Admissions and central Marketing (CCM and IEC);
- The College Marketing Managers should ensure that all promotional literature is updated accordingly.

2. In-Cycle Suspensions or Discontinuations

In exceptional circumstances, the University may be required to make significant changes to courses during the admissions cycle, or even discontinue programmes of study.

The Competition and Markets Authority (CMA) requires that applicants and offer-holders are informed at the earliest opportunity, of changes to the programmes on offer and that we also make every effort to assist applicants with alternative course arrangements. For further information on the [CMA](#) contact the Governance and Compliance Office.

All of the arrangements, communications and assistance for such mid-cycle changes are the responsibility of the School/College concerned. Such arrangements must be done by the

School/College, and any resulting changes to offers, **once agreed** with the applicants and offer-holders, should then be returned to the Admissions Office for formal processing.

Please see the [BU Admissions Policy](#) statement on Course Changes or Discontinuation.

Procedure – Communications to Applicants and Offer-holders

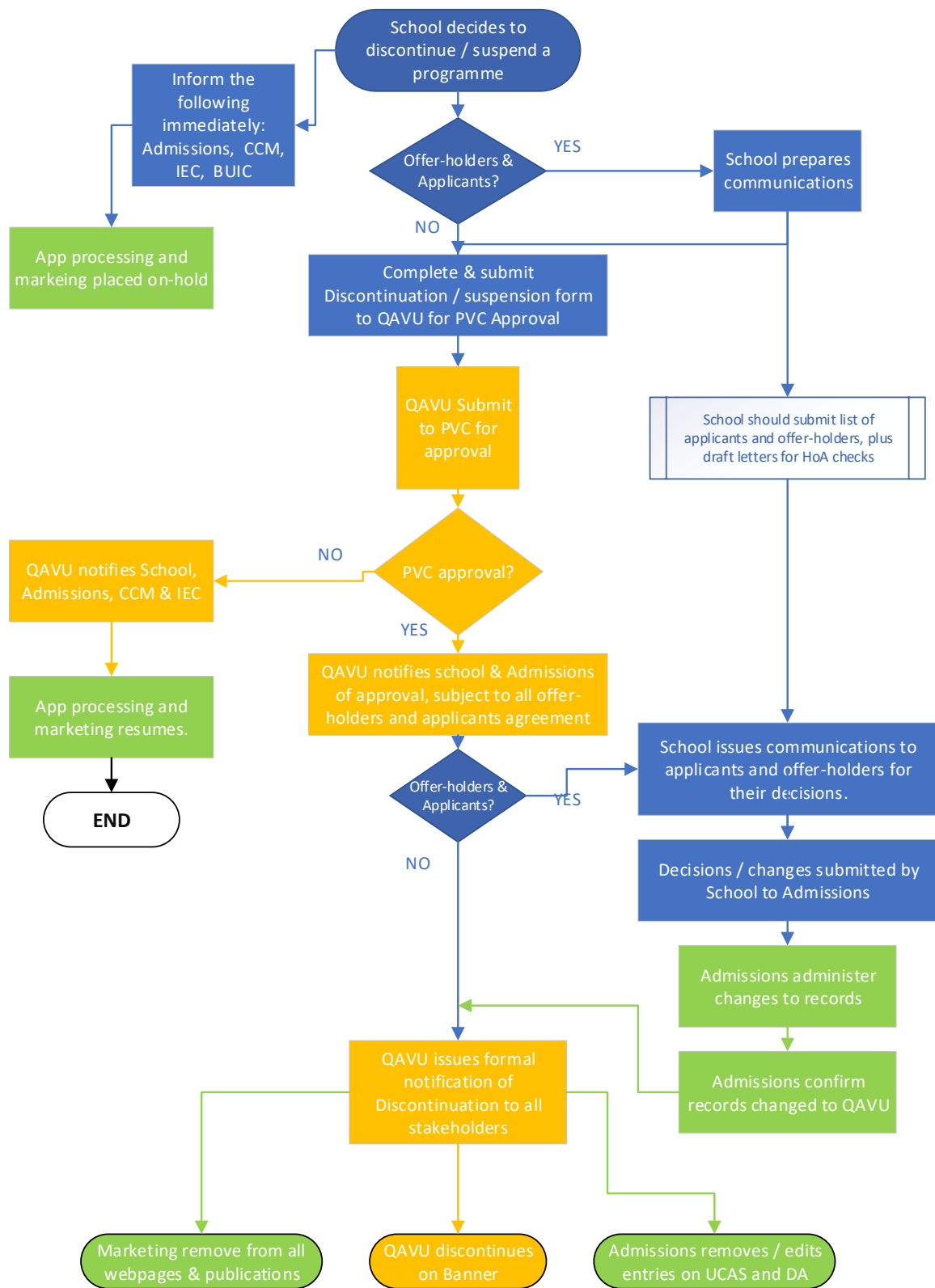
If significant changes or discontinuation happens between application or offer of a place and completion of registration, the College / School is responsible for:

- **contacting the applicants at the earliest opportunity to inform them of the change / discontinuation of the programme;**
- providing advice and support regarding the impact of the changes;
- providing information on any options and/or alternatives available to them;
- where appropriate, giving help in application or securing an alternative offer internally or at another institution.

The following template letters are available from the Admissions Office:

1. Offer holders (C / U / CF / UF / CI / UI)
2. Applicants in the system
3. A reminder letter which was also issued.

APPENDIX 1: Discontinuation / Suspension Process Flowchart



School Actions
QAVU Actions
Admissions / Marketing Actions