



Issue Date: 3rd February 2026

Review Cycle (Years): Annually

Next Review Date: 3rd February 2027

Person Responsible: Vice Principal – Curriculum Innovation, Quality and Performance

HIGHER EDUCATION PROGRAMME CLOSURE POLICY 2026 - 2027

APPROVAL/CONSULTATION REQUIREMENTS

| WHO BY | REQ? | DATE | WHO BY | REQ? | DATE |
|--|---|--------|-------------------------|----------------------------|------|
| SLT | Y <input checked="" type="checkbox"/> | 2-2-26 | Corporation | Y <input type="checkbox"/> | |
| Health-Safety Comm. | Y <input type="checkbox"/> | | Finance-Resources Comm. | Y <input type="checkbox"/> | |
| Trades Union | Y <input type="checkbox"/> | | Audit Comm. | Y <input type="checkbox"/> | |
| Education-Standards Comm. | Y <input type="checkbox"/> | | Remuneration Comm. | Y <input type="checkbox"/> | |
| POLICY LOCATION: Internal <input checked="" type="checkbox"/> (Sharepoint) External <input checked="" type="checkbox"/> (Specify options) Website | | | | | |
| Related Documents: | <ul style="list-style-type: none"> • Student Protection Plan • Higher Education Admissions Policy | | | | |

1. INTRODUCTION

- 1.1 This policy sets out the College's procedures for closing, suspending or changing any programme of study. It is designed to reflect the recommendations of the Office for Students and is also designed to meet the requirements of the approved Student Protection Plan.

2. AIM AND SCOPE OF THE POLICY

- 2.1 The College is committed to helping to ensure learners achieve the best possible academic outcomes from their studies.
- 2.2 The College is committed to providing the programmes of study as set out in its documentation. However, occasionally events may occur which mean that unforeseen changes effect programmes.
- 2.3 These processes articulate Coventry College's procedures in such circumstances for closing a programme.

3. CLOSURE AND SUSPENSION

- 3.1 This policy may be triggered for the following potential reasons:
- programme, department, location or campus closure
 - the discontinuation of a subject or discipline
 - deregistration or suspension of registration (where suspensions puts continuity of study at risk) or loss of Degree Awarding Powers
 - a provider exiting the market completely (intentionally or otherwise)
 - a provider exiting a particular section of the market, such as part time or distance learning

- 3.2 The College, due to circumstances, may have to close and remove a programme of study from its offer. Closure of a programme, at undergraduate level, means that the College will cease to recognise the programme as one for which a learner may be registered.
- 3.3 Suspension of a programme of study is defined by a fixed timeframe in which the programme will not be delivered.
- 3.4 The Directorate / curriculum area may not close or suspend a programme without College approval because of the implications for the contractual relationship between current and prospective learners and the College.
- 3.5 A request to close or suspend a programme must be made by the relevant Director of Faculty in which that programme is located. In the case of joint programmes that span more than one Directorate, the relevant curriculum areas must consult on the closure or suspension.
- 3.6 A request to suspend or remove a programme should be made by the relevant Director of Faculty and then submitted to the Senior Leadership Team (SLT) on the approved proforma and shall be accompanied by the following information;
- Market rationale
 - Strategic and financial implications
 - Impact, if any, on arrangements with partner institutions
 - Impact on current and prospective learners
 - Impact on existing or proposed programmes
 - Impact on relationships with sponsors and employers
 - The expected impact on staff and resources
- 3.7 The proforma shall also confirm that consultation will take place with academic staff affected by the request.
- 3.8 Where there are any expected changes to staff/staffing structure consultation with Human Resource department must be sought.
- 3.9 The proforma shall also confirm that consultation will take place with current and prospective learners affected by the request
- 3.10 On receipt of a request to close or suspend a programme SLT may agree one of the following:
- Decline the request
 - Approve the request without condition(s)
 - Approve the request with condition(s)

4. WHY IS THIS PLAN NECESSARY?

- 4.1 As part of the requirements both for initial and ongoing registration, the College is required to have in place plans both for the protection of learners and formal processes to demonstrate how decisions to close or suspend a programme are made.
- 4.2 **Programme Closure Prior to Registration**
- 4.2.1 The College must draw the closure of a programme to the attention of applicants as soon as possible and advise them of their right to seek entry to another providers' programme for which they may be qualified or to withdraw their application and seek entry to another institution.

- 4.2.2. Where the applicant has already accepted an offer, they shall be furnished with all necessary information, advice and guidance by the College to help them make an informed decision on their future course of action.
- 4.2.3 In the event of a programme closure or suspension all communications with applicants will be undertaken via the Vice Principal – Business Growth, Engagement and Partnerships.
- 4.2.4 Applicants who have accepted offers should not be contacted until the closure or suspension process has been fully completed.
- 4.2.5 Applicants thus affected should then be informed of their options to transfer their applications to another programme within the College or to another institution.
- 4.2.6 UCAS should be notified when the closure or suspension request has been finalised by SLT.

4.3 **Programme closure whilst learners are enrolled (Learner Protection)**

- 4.3.1 The potential actions that the College may undertake, take into account the diversity of learners and their needs, parity of programme content or any unintended financial consequences.
- 4.3.2 Where a programme is being closed to new entrants only, the College's proposed arrangements for learners currently registered on the programme (including those whose registration is suspended but have not yet completed the programme) must comply with the following:
- 4.3.3 The College will endeavour, where possible to ensure that all current learners are enabled to complete a programme before it is closed (teaching out). If it is not possible for a programme to be taught out, the College will:
- offer appropriate alternative programmes within the College.
 - confirm when and how the alternative programmes will be offered
 - assist the learners to transfer to other providers where appropriate, including transfer of credit and academic progress
- 4.3.4 Current learners should be informed of their options. The College will provide all necessary information, advice, guidance and support to facilitate learners in deciding which option to follow.
- 4.3.5 The standard of academic provision and the learner experience must, as far as is reasonably practicable, be maintained throughout their period of registration. In particular, the conditions must be maintained to enable the stated learning outcomes in the relevant Programme Specification to be achievable by learners who are being 'taught out'.
- 4.3.6 To ensure the learner experience and to support the learners, support staff, together with the Quality Department who will monitor their experience.

5. **TIMING**

- 5.1 Wherever possible, requests to close or suspend programmes should be made in a timely manner and at least eight weeks before the start of the programme.

- 5.2. The process of curriculum planning should identify those programmes which are likely to be closed prior to the commencement of any prospectus production process and the annual College website information updates. The College website is the primary source of information as to the status of a HE Course.
- 5.3. As a result of unforeseen and unforeseeable circumstances (e.g. loss of specialist staff) it may be necessary to close or suspend a programme within a shortened timescale. In such circumstances, the learner interest is paramount and full consultation should be undertaken with all affected learners and their nominated representatives.
- 5.4. In order to ensure full compliance with the Consumer Rights Act 2015 and related regulations, learners should be given the most complete information, advice and guidance to enable them to make well-informed decisions in the event of programme closure or suspension.

6. WHEN TO INFORM LEARNERS AND APPLICANTS OF OTHER CHANGES

- 6.1 Coventry College will ensure learners receive information, both on the website, VLE and in the College's Higher Education Terms and Conditions. This confirms how the college may make changes to their programmes and modules and that any major changes deemed to affect the learners' studies will be subject to notification to or consultation with the learners.
- 6.2 To assist colleagues as to when and how learners and/or applicants should be notified on changes, details are given in the different cases below.
 - Revalidation/Review of a programme
 - Current learners, together, where possible, with recent graduates, should form part of the consultation and planning before the revalidation/review takes place.
 - Evidence of consultation/discussion with learners/graduates is required (in the form of correspondence/notes or minutes from meetings) as part of the appendices to accompany the revalidation documents.
 - Should the curriculum area wish to bring in the new version of the programme, once revalidated, for existing learners, a draft letter must also be included for approval by the revalidation panel, to be sent to current learners, seeking their agreement to the transfer to the new version of the programme.

6.3 Removal of Core or optional modules

- 6.3.1 Current learners should be consulted about a proposed change to core or optional modules occur. Meetings may, if the timing fits, be used to discuss a proposed change with current learners.

6.3.1.1 Where an optional module is no longer to be offered to learners, they should be informed in writing with a rationale for the removal and details of any alternative modules. If, in exceptional circumstances only, the module is to be removed during the academic year (that is a term 2 module removed during term 1 or term 3 module changed in terms 1 or 2) learners should be informed as soon as possible. The draft letter must be presented as part of the process.

- 6.3.1.2 As enrolment for each year of a learner's programme is deemed to be a 'new contract', the learners will need to be informed that the change will take place for the coming academic year.
- 6.3.1.3 Where a core module is no longer to be offered to learners, they must be informed in writing with both a rationale for the removal, what will replace the module and confirmation that the change will not alter the overall content and subject path of their programme. If, in exceptional circumstances, the module is to be removed during the academic year (that is a term 2 module removed during term 1 or term 3 module changed in terms 1 or 2) learners must be informed as soon as possible. The draft letter must be presented as part of the process.
- 6.3.1.4 As enrolment for each year of a learner's programme is deemed to be a 'new' contract, learners will need to be informed that the change will take place for the coming academic year, (so level 4 learners will need to be informed of any changes to levels 5 or 6, level 5 learners to any changes to level 6 and applicants of changes to any/all levels).
- 6.3.1.5 It will only be in exceptional circumstances that an in year changes will be permitted and will be subject to the agreement of the relevant Director of Faculty.

6.3 Changes to Assessment

- 6.3.1 Current learners should be consulted about a proposed change before the curriculum planning process if possible. Meeting may, if the timing is appropriate, be used to discuss a proposed change with current learners.
- 6.3.2 Any changes to assessment, to type of assessment, length or weighting must be notified to learners in writing, with a rationale for the change. As enrolment for each year of a learner's programme is deemed to be a new contract, learners will need to be informed that the change will take place for the coming academic year (so all applicants will need to be informed, all level 4 learners informed of changes to levels 5 and 6, and level 5 learners informed of changes to level 6).

6.4 Additional modules to be added to a programme

- 6.4.1 Where new, additional modules are to be added to the programme, a letter informing learners of the additions should be provided with the MAP documentation.
- 6.4.2 Learners do not need to be formally consulted, but should be informed as soon as possible, as the change is in the learners' favour.

6.5 New Core module/optional module made Core

- 6.5.1 Current learners should be consulted about a proposed change as soon as possible. A meeting may, if the timing is appropriate, be used to discuss a proposed change with current learners.
- 6.5.2 Should a new core module be added, or an existing optional module be made core, learners must be consulted and provided with a rationale for the change. The change cannot be implemented until the next academic year of the programme.

As enrolment for each year of a learner's programme is deemed to be a new contract, learners will need to be informed that the change will take place for the coming academic year (so all applicants will need to be informed, all level 4 learners informed of changes to levels 5 and 6, and level 5 learners informed of changes to level 6).

6.6 Minor change to content

6.6.1 If there is a minor change to the content of a module (such as further resources or potential topics being added, or a slight shift in focus to keep the module up to date), it is not necessary to inform the learners in writing.

6.6.2 However, a clear rationale should be provided to the relevant Director of Faculty who, if they believe the change to be major rather than minor, will require that learners are consulted, as for changes to assessments.

6.6.3 Where the changes are confirmed as minor, it is good practice to have discussed the proposed change with learners and to inform them via VLE of the change.

6.7 Change in the title of a module

6.7.1 If there is a change to the title of a module, with a clear rationale for the change, this must be notified to the learners to prevent possible confusion, but learners do not need to be consulted. It is good practice however, to discuss the proposed change with learners at a suitable meeting.

6.7.2 Current learners should be consulted about a proposed change as soon as possible at a suitable meeting.

7. PARTNER PROVISION

7.1 Where the College is not the owning party (i.e. the learners are registered with validating partner University's), but the delivery is undertaken by the college. The College should still apply the points as detailed above in sections 3, 4 and 5 in partnership with the validating University.

7.2 To ensure the learner experience and to support the learners, the designated curriculum staff, together with the validating university will monitor their experience.

7.3 Where the College delivers the programme only, the validating partner is expected to hold their own Student Protection Plan, although the College will seek, where possible, to assist any learners affected in seeking a suitable new programme or transfer.

7.4 Where the College is the lead organisation but delivery is delivered entirely or mainly through a subcontracting partner, all College Higher Education policies, processes and procedures will apply. The relevant Director of Faculty will oversee the relationship and work with the Director of Quality to ensure consistency of quality on the programme.

8. CLOSURE OF PROGRAMMES AT OTHER PROVIDERS

8.1 Coventry College will also seek to assist any learners seeking a transfer into the College's programmes from another provider where a programme is being closed or suspended and will consider the academic progress and credit gained by any learners seeking to transfer to the College for this reason.

9. IMPLEMENTATION OF THE POLICY

- 9.1 The Vice Principal Business Growth is responsible for reviewing the Admissions Policy every year and making appropriate changes.
- 9.2 The Learner Services team will monitor and evaluate the service provided to prospective learners through written feedback, learner surveys, complaints and compliments and learner forums.
- 9.3 The Admissions Board and Senior Leadership Team will review applicant data and recruitment trends on a regular basis to enable them to make informed decisions regarding the viability of the programmes on offer and widening participation.

10. MONITORING AND EVALUATION OF THE POLICY

- 10.1 An applicant will receive relevant communication at all stages of the process Programme offers will be made to applicants at interview unless there are specific reasons for a referral or refusal.
- 10.2 Additional learning support will be put in place if disclosed by the applicant for the assessment and interview process if this is deemed appropriate by the College.
- 10.3 Prospective learners that do not attend their allocated interview will be contacted and re invited to the College for a second interview. If an applicant does not attend the second interview they will be withdrawn.
- 10.4 This policy has been assessed for its impact on equal opportunities and has been informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

11. REVIEW OF POLICY

- 11.1 The above policy will be reviewed by the relevant parties annually or as required.

12. ENVIRONMENTAL IMPACT ASSESSMENT

- 12.1 The College is fully committed to the sustainability agenda.
- 12.2 All policies take into consideration, at the time of writing and approval with the Senior Leadership Team, their impact on the agenda.
- 12.3 Policies may not be approved or be amended if they impact significantly on our commitment to improving our carbon footprint and our corporate social responsibility.

13. GENERAL DATA PROTECTION REGULATION (GDPR)

- 13.1 All policies which are approved by the Senior Leadership Team are in line with our GDPR suite of policies and procedure.