Programme withdrawal / suspension process

Initial School / Institute discussion
Discussion of the proposed withdrawal / suspension at staff meetings, SSLCs etc. to determine the implications of the proposed suspension / withdrawal.

Completion of Programme Withdrawal / Suspension Form
Indicating the rationale for the proposed withdrawal / suspension.

Consideration by School / Institute Learning and Teaching Committee (or equivalent)
Approval denoted by signature of Head of School / Institute.

Submission to the Academic Secretariat
For scrutiny and processing.

Consideration by Student Recruitment and Admissions Group
Date of consideration to be noted on the form.

Consideration by Faculty Executive, or through Planning and Accountability Round
Approval denoted by signature of Faculty VP(s)

Have issues been identified or conditions of approval set?

Programme withdrawal / suspension request approved

Implementation by ARCS

Notifications by ARCS: Marketing, Admissions

¹ Any significant revisions to the proposal may need to be resubmitted to the relevant approval body for consideration.