

# **Programme and Module Suspension and Withdrawal Policy**

## **1. Aim/Purpose**

- 1.1 The Programme and Module Suspension and Withdrawal Policy applies to all Higher Education awards of Walbrook including those delivered through collaborative provision arrangements. The policy sets out the process to be undertaken to ensure that standards are safeguarded and that the interests of students are protected.
- 1.2 Every effort must be made to ensure that students are consulted, not disadvantaged in any way, have every opportunity to complete any programmes or modules they have been registered for or that suitable arrangements are made where the withdrawal or suspension of a programme or module is required.

## **2. Consultation**

- 2.1 Proposals to withdraw or suspend a programme/module may be generated by several avenues, including but not limited to, change in educational need, financial viability, student numbers, annual monitoring and review. After a proposal has been discussed and agreed to withdraw or suspend a programme, in all cases the following applies:
  - i. The relevant Academic Lead must be consulted and given an opportunity to comment on the proposals set forth.
  - ii. Any resource implications because of the proposed withdrawal or suspension must be fully accounted for.
  - iii. Where a programme has active students, those students must be given the opportunity to complete their programme of study or consulted with to find and agree an alternative arrangement to ensure that the interests of students are always protected. This may include, if applicable, a consultation with students on the transfer of credits and/or a phase out plan for modules as a programme winds down.
  - iv. Where a programme/module is subject to collaborative provision arrangements, consultation must take place at the earliest possible stage with both the organisation(s) involved and the students who may be impacted by the withdrawal or suspension.

## **3. Withdrawal Status**

- 3.1 Withdrawn programmes or modules are given a status as detailed below in line with the reason for withdrawal:
- i. Suspended – a programme or module may be suspended temporarily for a variety of reasons, such as challenges in recruitment or resource implications, it is rendered unfeasible to run the programme/module. A period of suspension may be followed by the programme or module being reinstated or discontinued.
  - ii. Discontinued – a programme or module may be discontinued where it has been determined that it is no longer viable to continue the programme/module and it is anticipated that it will not be reinstated later.

## 4. External Agencies

- 4.1 Any external agencies must be advised, and promotional material must be updated as soon as a programme or module withdrawal or suspension has been confirmed. This includes the following non-exhaustive list as appropriate:
- i. Walbrook promotional material including the website.
  - ii. promotional material from other organisations.
  - iii. UCAS.
  - iv. OfS.
  - v. HESA.
  - vi. PSRBs.
  - vii. Collaborative partners (where applicable).
  - viii. Student Loans Company.
  - ix. Consumer Marketing Authority (CMA).
- 4.2 This policy has been benchmarked with the QAA's UK Quality Code for Higher Education and considered alongside our student protection plan.

## 5. Timing

- 5.1 All decisions relating to the withdrawal or suspension of programmes and modules must be made taking into account the timescales required to mitigate the impact to existing and/or potential students.
- 5.2 Decisions should be made in light of the alternative arrangements that will be available to students who may be affected, particularly the admissions and registration cycles.

## 6. Approval Procedure

- 6.1 Once the decision has been approved to withdraw or suspend a programme or module, a proposal must be submitted to the appropriate committee for approval:
- i. The Learning, Teaching and Quality Committee must approve the withdrawal or suspension of modules.
  - ii. The Academic Board must approve the withdrawal or suspension of programmes.
- 6.2 There may be situations when the decision is required sooner. Under such circumstances, and noting the need for timely resolution, approval may be given by the Chair of the Academic Board.
- 6.3 Once formally approved, Walbrook will arrange for the withdrawal or suspension and implement communications to any relevant parties. This should include ensuring that:
- i. students (including those that have applied to a programme) have accurate information;
  - ii. information published, for example on the main and course websites, is up to date.
- 6.4 The proposal must refer to:
- i. the rationale for withdrawing or suspending the programme/module.
  - ii. any implications for affected students, including protecting the academic interest of those students.
  - iii. how the learning experience will be safeguarded during the period in which the programme is being withdrawn or suspended.
  - iv. the impact on academic standards and quality of learning opportunities (which may include the impact of not withdrawing or suspending a programme/module).
  - v. the impact of the timing of the withdrawal or suspension.
  - vi. a procedure for managing the closure of the programme/module and communications therein.

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