1. Purpose and Scope
This Procedure sets out the principles and processes for the disestablishment of all academic programs. This Procedure must be referenced by Program Authorities and Faculty Standing Committees when initiating the disestablishment of an academic program.

2. Definitions
Disestablishment. The closure of an academic program, a process which is divided into three stages: suspension, termination, and closure.
Suspension. A decision that there be no intake into a program for a specified period.
Termination. A permanent decision to enrol no new students in a program.
Closure. An administrative response when all students have exited a terminated program.
Administrative Termination. Termination of a program for administrative rather than academic, resourcing or strategic reasons.
Program Authority. The Unit with primary responsibility for the management and administration of the program, recorded at the time of approval of the program.

3. Procedure
3.1 Suspension or Termination
(i) A decision to suspend or terminate a program is made by the Program Authority. In the case of a cross-faculty dual award program the Program Authority is required to consult with the secondary Program Authority.
(ii) A decision to suspend or terminate a program must be submitted through the academic information management system to ensure that the program status is recorded, that appropriate approval is sought, and relevant parties are notified.
(iii) The period of suspension is limited to three years. After three years of suspension a program must be either re-opened for enrolment or recommended for termination.
(iv) A decision to terminate a program does not need to be preceded by a period of suspension.
(v) A decision not to offer a core course, stream or any other component of a program without appropriate substitution and without which the program cannot be completed constitutes a decision to suspend the program, and must be dealt with according to this procedure.
(vi) A recommendation to suspend or terminate a program must be supported by the following information (see also 3.2 Administrative Termination below):
• **Reason for the decision:**
For example, include: lack of demand, lack of qualified staff or available resources, the recommendation of a program review, or alignment with a Faculty strategic plan.

• **Program data:**
Includes: numbers of enrolments, offers and deferments.

• **Proposed timing:**
Timing of the final intake of domestic and international students into the program.

• **Proposed Suspension period:**
In the case of program suspension.

• **Stakeholder information:**
Includes: evidence of consultation with other affected Faculties (if relevant). A statement of impact on stakeholders e.g. a profession, an accrediting body, donors, a sector of the community (if relevant).

• **Details of associated discontinuation of streams and courses:**
A decision to suspend or terminate a program should take into account the impact on any affiliated programs, as well as streams that are also available in other programs, and courses (where core courses in the program are offered by a different Faculty). The relevant academic authorities must be consulted.

• **Student transition plan (if relevant):**
The objective of the transition plan is to support students to complete the program with the published structure, academic requirements, and learning outcomes, or equivalent, in place at the time of their initial enrolment. The transition plan must specify arrangements for students enrolled in, on approved leave from, or accepted into the program (including options to teach out or transfer without disadvantage to an equivalent program) and demonstrate how the quality and integrity of the student experience will be maintained. A brief stakeholder communication plan should also be included.

3.2 **Administrative Termination**
Programs may be terminated for administrative reasons. For example where a program revision has been approved and a new program code needs to be allocated to meet compliance requirements. Additionally, sometimes program codes are used to manage cohorts based on organisational and regulatory requirements rather than academic factors. At times a decision is made to re-organise management of cohorts and as a consequence some programs need to be terminated.
In these cases the information under 3.1 (vi) above does not need to be provided and a shortened Administrative Termination process in the academic information management system will apply.

3.3 **Approval**
(i) A decision to suspend a program is approved by the relevant Faculty Standing Committee. The Academic Board is to note the suspension of a program.
(ii) A recommendation to terminate a program must proceed from a Faculty Standing Committee to the Academic Board for approval.
(iii) Administrative Termination of a program must be approved by the Program Authority and the Pro-Vice-Chancellor (Students) or a Program Authority and a Pro-Vice-Chancellor (Research Training) as appropriate.

3.4 **Timing**
Faculties are to plan and progress all proposals for program suspension or termination so that decision-making is finalised by June of the year before it is proposed that there be no intake into the program. This is necessary to meet a range of deadlines including those relating to compliance reporting, publishing, admissions, load forecasting and budget planning, and in order to provide timely advice to stakeholders including prospective students.
4. Closure
When all students have exited a terminated program, Student and Academic Services are to record the program as being closed by updating the program status in the academic information management system and by inactivating the program in the student information management system. The Program Authority must be notified of this action.

5. Notifications and follow up action
Following approval of a program suspension or termination the following notifications and follow up action must be taken.

Student and Academic Services to notify:
- The Admissions Office in order that admissions systems and documentation can be updated accordingly; and
- The International Office in order that the CRICOS register can be updated (where applicable).

The Program Authority to:
- Immediately update the UNSW Handbook as well as local websites and program documentation; and
- Notify in writing enrolled students, students on program leave, and prospective students who have applied for or accepted an offer to the program. This notification should include the proposed date of termination or suspension; the reasons; an explanation of transition arrangements and effect on students at each program stage; and contact details for enquiries.

6. Review & History
This procedure will be reviewed three years from the date of its effect.

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<td>27 March 2013</td>
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