BUS.P.1a
2021/2022

The University of the West Indies
The Board for Undergraduate Studies
and
The Board for Graduate Studies and Research

Policy on Delaying, Suspending and/or Terminating Continuing and Professional Education, Undergraduate or Postgraduate Courses or Programmes

Introduction

In keeping with its Quality Policy (2017), The University of the West Indies reviews and updates its programmes, courses and operations to ensure that they remain relevant and aligned with societal needs and The University's strategic plan. The Board for Undergraduate Studies (BUS) and the Board for Graduate Studies and Research (BGSR) have responsibility for all aspects of undergraduate and postgraduate policy, including approval of new programmes of study. Clear guidelines and templates are available for revision of programmes and approval of new programmes. This document is, therefore, intended to outline the process for delays, suspensions and terminations of undergraduate and postgraduate programmes of study and Continuing and Professional Education programmes. An accompanying template is provided at Appendix 1.

Definitions

A **programme** is the complete set of courses and/or other units of study, research and practice prescribed by The University of the West Indies for the fulfilment of the requirements of a degree, diploma, or certificate.

Suspension of a programme refers to a temporary closure. This means that there is no intake to the programme for a specified period of not less than one academic year, and not more than two academic years. This does not include programmes that have a deliberately staggered intake.

Students registered on a suspended programme will continue to progress and complete the programme; however, there will be no new intake for the agreed period.

Termination of a programme refers to the formal closure of a programme, approved by the Board for Undergraduate Studies, the Board for Graduate Studies and Research or Academic Board (in the case of Continuing and Professional Programmes). Termination encompasses closure of admissions, and deletion from the programme offerings of the Department, Institute, School, Centre or Unit (DISCUS). This indicates intention to not offer the programme again within at least 5 years, at which time, should there be a wish to reinstate the programme, it will be subject to the normal procedure for development of a new programme.

Delay of a programme refers to the non-commencement of an approved programme. Delayed in this sense does not infer a delay in the starting time of a regular running programme. It is a delay in the actual commencement of the entire programme/course. This means that although the programme is approved to be offered for a particular period, there is no intake and the programme does not officially commence. While the cause for the delay may not be the fault of the department, commencement of the programme will require action by the department responsible through the relevant Dean.

A delayed or suspended programme may be subject to closure based on a request or recommendation by the Department, the Bursary, the Academic Quality Assurance Committee (AQAC) or other relevant sub-committee of Academic Board, on the expiration of three (3) years. The request to close is to be submitted to Academic Board or the Campus Committee for Graduate Studies and Research, as applicable. If it is deemed by the DISCUS[1] that there are extenuating circumstances and the programme should not be terminated, the department can submit a rationale with supporting evidence. If the programme is to be reinstated, then the usual process for development of a programme is to be followed.

Responsibilities

Delay of Programme

The authority to delay a programme rests with the Faculty Dean, the Director Academic Programming and Delivery (APAD) Division, or other senior manager of the academic area in consultation with the relevant Faculty Board (or equivalent body), Bursary, Banner and SAS. In

[1] DISCUS is the acronym for departments, institutes, centres, units and sites.

the case of undergraduate or Continuing and Professional Education offerings, the Faculty's decision to suspend is submitted to AQAC for noting. In the case of graduate and research programmes, the decision to suspend is sent to the Campus Committee for Graduate Studies and Research (CCGSR) for noting.

Suspension of Programme

The authority to suspend a programme rests with the Faculty Dean, the Director Academic Programming and Delivery (APAD) Division, or other senior manager of the academic area in consultation with the Campus's Academic Quality Assurance Committee (AQAC). The Campus's AQAC will, in the case of undergraduate or Continuing and Professional Education offerings, recommend delay or suspension to the Academic Board. In the case of graduate and research programmes, the recommending body will be the Campus Committee for Graduate Studies and Research (CCGSR).

Programme Termination

The authority to terminate an undergraduate programme rests with BUS, following recommendation by the relevant Academic Board. The authority to terminate a postgraduate programme rests with BGSR, following recommendation for approval by the CCGSR.

Request for Approval

Requests for approval to delay, suspend or terminate a programme should be made on the Approval Checklist at Appendix 1, and should outline plans for students currently in the programme, ensuring that they are not disadvantaged by the suspension or termination.

Responsibility for Implementation of Decision

Responsibility for implementation of the delay, suspension or termination rests with the senior manager of the specific area in consultation with the relevant Offices of the Campus Registrar, e.g., Banner SAS and Department of Human Resources (HR).

The authority to reinstate terminated undergraduate and postgraduate programmes rests with BUS or BGSR respectively and involves the same process as for approval of a new programme. (See https://uwi.edu/obus/obus-documents).

The authority to reinstate a terminated CPE programme rests with Academic Board and involves the same process as for approval of a new programme.

Possible Reasons for Programme Delay, Suspension or Termination

- Low/insufficient enrolment
- Unavailability of content expertise
- Inadequate facilities
- Recommendations of external reviewers
- Replacement of the programme with a new one
- Change in strategic priorities
- Closure of a partner agreement
- Change in funding situation

It should be noted that committees or offices such as the Bursary, AQAC or a sub-committee of the Academic Board may bring to the attention of the DISCUS, any programmes which could be considered for delay or suspension, based on any of the reasons identified.

Process

The application for approval for delay, suspension or termination of a programme is a 4 to 5 Step process (Table 1).

Delay of Programme	Suspension of Programme	Termination of Programme
Step 1 - Completion of the Checklist[2] for Review by Dean or equivalent	**Step 1 -** Completion of the Checklist[3] for Review by Dean or equivalent	**Step 1 -** Completion of the Checklist for Review by Dean or equivalent
Step 2 - Discussion and agreement at Faculty Board or equivalent	**Step 2** - Discussion and agreement at Faculty Board or equivalent	**Step 2** - Discussion and agreement at Faculty Board or equivalent
Step 3 - Consultation with Bursary, Banner and SAS by DISCUS	**Step 3** - Consultation with Banner SAS by DISCUS	**Step 3** - Submission by DISCUS to AQAC or CCGSR for review
Step 4 - Submission to Academic Board/Campus Committee for Graduate Studies and Research, for noting	**Step 4 -** Submission to AQAC (UG and UG CPE)	**Step 4** - Submit to Academic Board for approval (UG CPE) Submit to Academic Board for approval and recommendation to BUS (UG) Submit to BGSR for approval following recommendation by CCGSR for Graduate Studies.
	Step 5 - Academic Board by DISCUS for Approval (UG and CPE) CCGSR by DISCUSS for approval (GSR)	**Step 5** - Secretariat Office of the Campus Registrar (for UG programmes) or Office of GSR (for PG Programmes) to submit to Banner SAS for action

[2] See Appendix 1- Checklist for Suspension/Termination of a Programme
[3] See Appendix 1- Checklist for Suspension/Termination of a Programme

Table 1: Process for Delaying, Suspending or Terminating a Programme

Resources and References:

https://bucks.ac.uk/__data/assets/pdf_file/0023/12749/Programme-Suspension-Closure.pdf

http://www.gsa.ac.uk/media/1750074/programme-closure-policy-dec-2019.pdf

Reference: Queen's University, Policy and Procedures for the Closure of Academic Programs (Undergraduate or Graduate)
https://www.queensu.ca/secretariat/policies/senate/closure-academic-programs-undergraduate-or-graduate

https://www.gold.ac.uk/media/documents-by-section/about-us/governance/quality-office/Policy-and-Procedure-for-the-closure-of-programmes.pdf

APPENDIX 1

The University of West Indies

Checklist for the Delay, Suspension or Termination of an Existing Programme (Graduate, Undergraduate or Continuing and Professional Education)

This Checklist should be used when seeking approval for the Delay, Suspension or Termination of an Existing Programme. **NOTE: the textboxes in this Checklist will expand as needed.**	
Delay/Suspension/ Termination Proposed: *Please specify type of programme:* *i.e., undergraduate degree, graduate diploma, master's, etc.*	Delay ☐ Suspension ☐ Termination ☐ Type of Programme:
Department / Unit /School (if applicable):	
Faculty/DISCUS:	
Contact information of Proposer or Programme Coordinator:	
Effective date of suspension of admissions, i.e., Start of Delay, Suspension or Closure:	

Effective date of full closure, or suspension of programme: (Date by which students currently in the programme will be expected to graduate)	
Version Date:	

1. Background (for suspensions and closures delays only apply to new programmes)

When was the programme first offered / how long has it been offered / number of graduating cohorts? Evidence of enrolment over a 3–5-year period. Details on the staffing for the year in question and on the challenges related to expertise in specific areas where that informs the decision/recommendation.

2. Rationale for delay, suspension or termination

Please tick as appropriate and provide a brief explanation. Supporting evidence in the form of data, relevant documentation or quotations from programme reviews should be submitted.

- *Low/insufficient enrolment*
- *Unavailability of content expertise*
- *Inadequate facilities*
- *Recommendations of external reviewers*
- *Replacement of the programme with a new one*
- *Change in strategic priorities*
- *Closure of a partner agreement*
- *Change in funding situation*
- *Other- Please explain*

3. Consultations were held with:

- *Staff* - Yes No
- *Students* - Yes No
- *Cross-campus stakeholders* - Yes No
- *Any partner institutions* - Yes No

[Please provide evidence of these consultations] Evidence of consultations should also include a summary of key comments/contributions received from these consultations

4. Student Information

Please include: Current enrolment showing breakdown by year in the programme being closed.

Table 1: Undergraduate, Continuing and Professional Education (CPE), Co-Curricular

	Year one	Year two	Year three	Year four
Current enrolment Undergrad/CPE/Co-Curricular (delete as appropriate)	**#**	**#**	**#**	**#**

Table 2: Graduate Breakdown

	Year one	Year two	Year three	Year four	Year Five	Year Six
Current enrolment - Certificate/Diploma (delete as applicable)	**#**	**#**	**#**	**#**	**#**	**#**
Current enrolment - Master	**#**	**#**	**#**	**#**	**#**	**#**

Current enrolment – PhD/EdD/Doctoral	**#**	**#**	**#**	**#**	**#**	**#**
Provide details concerning how students in progress will be accommodated. Please indicate the action required to accommodate: ▪ *Students currently enrolled in the programme completing their degree* ▪ *Transfer of students to other programmes in order to complete their degree*						

FOR OFFICIAL USE ONLY

Delay in Programme Approved: Yes No

Temporary Suspension Approved: Yes No

Termination Approved: Yes No

Signature of Head of Department or equivalent:

……..

Signature of Dean or Equivalent:

……

Signature of Chair, AQAC/ Director CCGSR:

……..

Signature of Chair of Academic Board……

Date Submitted:……