

**UNIVERSITY OF NEW ENGLAND ACADEMIC BOARD  
WITHDRAWAL OF COURSE POLICY**

<b>Document Type:</b>	Policy and Procedures
<b>Administering Entity:</b>	Academic Board
<b>TRIM Ref:</b>	SED05/404
<b>Date Endorsed by Academic Board:</b>	31 July 2007 (AB Standing Committee)
<b>Date Approved by Council:</b>	13 August 2007
<b>Indicative Time for Review:</b>	12 Months from date of Council Approval
<b>Responsibility to Review:</b>	Academic Board Teaching and Learning Committee
<b>Related Policies and Other Documents:</b>	None

**1. Withdrawal of a Course**

- 1.1 Proposals for withdrawal of a course must normally be recommended for withdrawal by the relevant Faculty Academic Director or Associate Dean Teaching and Learning.
- 1.2 The proposal and recommendation from the Faculty Academic Director or Associate Dean (Teaching and Learning) will be considered by the Academic Board Teaching and Learning Committee, through its Academic Program Sub-Committee and if accepted will be recommended to the Academic Board for endorsement. If endorsed by Academic Board, the withdrawal will be referred to Council for final approval. Once Council has approved the recommendation of Academic Board, the withdrawal is final.
- 1.3 In some circumstances, it may be necessary to notify or seek approval from Commonwealth authorities before a course is withdrawn. It is the responsibility of the Chair of the Academic Board Teaching and Learning Committee to ensure that appropriate notifications are made and Commonwealth approvals given before Council approval is sought. Accordingly, the Chair of the Academic Board Teaching and Learning Committee must be informed of Faculty proposals at an early stage.
- 1.4 From the date of recommendation of the withdrawal by Faculty, the Faculty may decline to accept admissions into the course, subject to endorsement from the Chair of the Academic Board Teaching and Learning Committee.
- 1.5 Once Council has approved the withdrawal of a course, no further admissions into the course will be permitted.
- 1.6 Once Council has approved the withdrawal of a course, the course rules will no longer appear in University publications including the University Handbook. References to the Course may remain with advice that the course has been withdrawn and the date from which the withdrawal is effective (that is the academic year from which the course is no longer available to new candidates).
- 1.7 Where a course is to be withdrawn, the University will normally allow existing students enrolled in the course to complete requirements either by allowing an appropriate phase-out period or by making alternative arrangements to accommodate students. The phase-out period shall normally be no less than the normal period of candidature less one year.
- 1.8 The University recognises that some students may be inactive within a course either through leave of absence or suspension of candidature approved by the University. While the University will make information on course withdrawals widely available, where students are not actively engaged in study within a course at the time of the course withdrawal, the University will not be required to allow students to continue in the course after it has been withdrawn and beyond the phase-out period. It is expected that the University will make reasonable efforts to accommodate such students within other existing courses through admission and the advanced standing provisions wherever possible and permissible under rules of existing courses.

**2. Procedure**

The Withdrawal of Course Form (Appendix 1) must be completed.

Appendix 1  
**UNIVERSITY OF NEW ENGLAND ACADEMIC BOARD**  
**WITHDRAWAL OF COURSE APPROVAL FORM**

To Withdraw a course:

All items on this form must be completed before submission to the Faculty Academic Director or Associate Dean (Teaching and Learning) for endorsement. Once endorsed and after the Pro Vice-Chancellor and Dean has signed the form, it should be referred to the Academic Board Teaching and Learning Committee's Academic Program Sub-Committee for consideration.

<b>1.1</b>	<b>Course title:</b>
<b>1.2</b>	<b>Duration of course (full-time equivalent) and credit point value of course</b>
<b>1.3</b>	<b>Mode of Offering</b>
<b>1.4</b>	<b>Location/Campus</b>
<b>1.5</b>	<b>Year of introduction</b>
<b>1.6</b>	<b>Current Enrolment (at 31 August census date)</b>
<b>1.7</b>	<b>Enrolment Record</b> <i>Number of commencing students for the last three years</i>
<b>1.8</b>	<b>Reason for Discontinuation</b> <i>Take account of:</i> <ul style="list-style-type: none"> <li>• <i>needs of the industry/profession in which graduates seek employment</i></li> <li>• <i>course demands;</i></li> <li>• <i>market analysis</i></li> <li>• <i>financial analysis</i></li> <li>• <i>other relevant factors.</i></li> </ul>
<b>1.9</b>	<b>Consultation with other Faculty</b>
<b>1.10</b>	<b>Availability of similar courses elsewhere</b>
<b>1.11</b>	<b>Proposals for redeploying places and resources released by discontinuation of the course</b>
<b>1.12</b>	<b>Transitional Arrangements for Continuing Students</b> <i>Take account of:</i> <ul style="list-style-type: none"> <li>• <i>number of current students</i></li> <li>• <i>details of any unit implications (eg discontinuation of a core unit)</i></li> <li>• <i>method of notification of current students</i></li> <li>• <i>proposed end date for transitional arrangements (not less than one year less than the normal period of candidature)</i></li> <li>• <i>details of any alternative course</i></li> <li>• <i>legislative requirements in relation to international students</i></li> </ul>

**Name of Course:** \_\_\_\_\_

---

## COMMENTS AND SENIOR ADMINISTRATION SIGNATURES

2.1	Comments from the Director of Student Administration and Services
	_____ Signature
2.2	Comments from the Deputy Vice-Chancellor (Development and International) or nominee.
	_____ Signature _____ Date

\_\_\_\_\_  
*Signed : Head of School*

\_\_\_\_\_  
*Signed : Faculty Academic Director or Associate Dean (Teaching and Learning)*

\_\_\_\_\_  
*Signed: Pro Vice-Chancellor and Dean*

\_\_\_\_\_  
*Date*

### UNIVERSITY ACTIONS SECTION

#### UNE approval process

Academic Board Teaching and Learning Committee Agenda; date

Council Approval:

Implementation Date:

Last Date for Admission:

Date for Withdrawal from University Handbook:

\_\_\_\_\_  
**Name of Course:**