

Course Suspension, Closure and Title Change Policy

1. Internal and External Reference Points

- 1.1 London Met policy and process for course suspension, closure and title change have been developed in consultation with the QAA (Quality Assurance Agency) Quality Code published in June 2024, the QAA Advice and Guidance on Course Development and Design published in November 2018 and the [University's Academic Regulations](#).

2. Course Suspension

- 2.1 London Met aims to deliver courses that meet appropriate threshold standards, provide students with an inclusive and up to date curriculum, prepare students for employment, and provide students with a high-quality experience and positive outcomes. Due to market forces and student feedback, it may be necessary that course teams suspend course intakes.
- 2.2 The Academic Board has responsibility for the approval of course suspensions at London Met, whilst those for Collaborative Provision are approved by Collaborative Partnership Committee (CPC).
- 2.3 Course Suspensions will be subject to approval at Academic Board by required deadlines. Courses with firm acceptances are unlikely to be approved a suspension.
- 2.4 Once suspended, a course can remain suspended for a maximum of two consecutive years; after this period, it will be required to open recruitment or close fully. For the course to be reinstated after a 2-year suspension period, course teams will need to submit a new [AQD001 Business Case Template](#) for Academic Board approval. A Re-validation may be required to ensure that the course currency remains valid.

3. Course Closure

- 3.1 London Met acknowledges that courses may need to be closed to ensure that provision is current, meets market and student demands, and delivers a high-quality academic student experience.

- 3.2 The Academic Board approves course closures at London Met, whilst CPC approves them for Collaborative Provision. Collaborative provision may also be subject to partnership termination.
- 3.3 Course Closures will require teach out plans to be developed and implemented outlining how the quality of the student experience and outcomes will be maintained, along with timelines for modules. Students are to be involved in discussions, and this must be evidenced throughout the closure process.
- 4. Course Title Change**
- 4.1 Course Title Changes are subject to approval at Academic Board for on campus courses by the required deadlines, which allows a 20-month lead for Undergraduate and 18 months for Postgraduate courses. CPC approves Course Title Changes for Collaborative courses.
- 4.2 A Course Title Change is a significant material modification and impacts on potential and continuing students. Due to this impact, Course teams are required to consider Student Protection Plans, and where possible, to allow continuing students to complete the course on the existing title and for potential students to not be disadvantaged in their application to the University by any such change.
- 4.3 For further information on the course title changes, please refer to the relevant guidance in Section 7 – Course Modifications.