



**Dumfries and
Galloway College**

One step ahead

CURRICULUM: COURSE AND CLASS CANCELLING PROCEDURE

Responsibility: Director of Curriculum

Issue Date: April 2022

Equality Impact Assessment: April 2022

Version: 1



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Curriculum: Course and Class Cancelling Procedure

1. Purpose

To inform decisions on class closure as part of recruitment, viability option and the process to cancel classes during the academic year.

2. Scope

The procedure is to be implemented at all College sites and across all courses in the curriculum.

3. References

- 👉 D & G Ambition 2025
- 👉 Student Experience Strategy 2020
- 👉 College Regional Outcome Agreement
- 👉 Health and Safety Policy
- 👉 Retention and Learner Attainment Policy
- 👉 Adverse Weather Procedure

4. Definitions

ELT	Executive Leadership Team
SLT	Senior Leadership Team

5. Procedure

5.1 Course Cancellation

The Director of Curriculum and Curriculum Managers are responsible for monitoring applications prior to the start date of the course, and will report into the Vice Principal (Learning, Skills and Student Experience). If it is apparent that the minimum target numbers will not be met and there is no possibility of remedial action addressing this, then the Director of Curriculum will cancel the course. Any cancellation must be made in sufficient time to ensure students already accepted have an alternative course.

Once the decision has been made, Student Funding, Marketing, and Student Records should be advised immediately by the Curriculum Manager. The Admissions Department will arrange for students to be informed with immediate effect and the option to apply for the course is removed from the College website. Students should be offered the opportunity for further advice and alternative provision.

5.2 Course viability Options

Following enrolment at the commencement of the session there may be courses which have not achieved their target numbers. It is anticipated that with effective monitoring after the applications portal opens this situation would not arise.

The Director of Curriculum will meet with Curriculum Managers at the end of each day for the first two weeks of the session to discuss courses and agree action to be taken. This may result in:

- 👉 Combination with other groups/courses/levels for all or part of their timetable
- 👉 Further advertising when there is only a small shortfall
- 👉 Contacting students on the course waiting list
- 👉 Late enrolment of students who are known to be attending
- 👉 Delaying starting times

- Efficiency measures such as combination, reduction of hours e.g. by using open learning or other measures agreed
- It is the first year of a new provision which is almost viable and strategically important (in this case the course should be near to target and would not have implications for subsequent years)
- Some other significant strategic or business reason

Courses which form subsequent year of a recognised progression, and which have low numbers should not run, as they are likely to become increasingly less viable. However, this decision should be made after discussion and agreement of a run out plan at the College's portfolio review process.

All changes to course provision should be copied by the Curriculum Manager, Director of Curriculum, Student Funding Officer, Student Records Manager and Director of Marketing and Commercial Services.

5.3 **Class cancelling due to Staff Absence**

The decision to cancel a class due to staff absence will be made by the Director of Curriculum. Every effort should be made to arrange cover, see below for options, for the relevant class and cancelling should be the last resort. This may involve the use of staff from other Areas, or part-time temporary staff.

In the case of an evening course where there is no alternative arrangement possible, students should be advised as quickly as possible of any decision to close. It is the responsibility of the relevant Curriculum Manager to ensure that all students are advised of class cancellation before they travel is possible. In the absence of Administrators, student information should be provided to reception who will then make the necessary contact.

Any decision to cancel classes must be immediately reported to reception. The Curriculum Manager should ensure that a cancellation notice is also placed on the timetabled room door so that should students arrive, they know who they should contact or what they should do. Every effort should be made to advise students of cancellation before they travel including the use of the texting service.

5.4 Class Cover Options

Stage 1 – The Curriculum Manager will initially attempt to cover the class from staff with similar skills.

Stage 2 – The Curriculum Manager will attempt to cover the class from the pool of staff in their dominant area.

Stage 3 – The Curriculum Manager will attempt to cover the class from the pool of staff available within other Curriculum areas.

Stage 4 – Once all cover options have been explored, the Director of Curriculum may approve cancellation of the class.

5.5 Closure due to other significant circumstances

The decision to cancel classes for any other reason can be made by a member of the College's SLT or ELT.

Any decision to cancel classes must effectively communicated to staff and students.

6. Distribution

All Staff

Repository

Revision Log		
Date	Section	Description
26.05.2021	Cover/Responsibility	Vice Principal Learning and Skills changed to Director of Curriculum

26.05.2021	Throughout the Procedure	Vice Principal Learning and Skills changed to Vice Principal, Learning, Skills and Student Experience
26.05.2021	Throughout the Procedure	Head of Curriculum changed to Director of Curriculum
26.05.2021	Throughout the Procedure	Marketing Manager changed to Director, Marketing and Commercial Services
26.05.2021	Throughout the Procedure	Executive Management Team changed to Executive Leadership Team
26.05.2021	Throughout the Procedure	Learner changed to Student
26.05.2021	6. 0 Distribution	Changed Quality Manual to Repository
09.02.2022	Purpose and Scope	New sections for this procedure
09.02.2022	5.1	Paragraph 1 - To reflect change in process Director of Curriculum to inform VP Learning and Skills and Student Experience on the decision to cancel the course. Paragraph 2 - Update made to reflect change in process. Admissions to inform students instead of Marketing.
09.02.2022		Reference to closure due to weather conditions removed.
09.02.2022	5.3	Stages 3, 4 and 5 - Updates made to reflect changes in process. In Note - reference to core skills and e-portfolios and Curriculum for excellence removed. Secretaries changed to Administrators.
28.04.22	Title	Title changed from Class Formation and Closure Procedure to Curriculum: Course and Class Cancelling Procedure
28.04.22	3. Refences	Related documentation listing updated

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of withdraw
Curriculum: Course and Class Cancelling Procedure	Director of Curriculum	1	April 2022	