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## Cancellation of Course Offerings Policy

### Academic Policy

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#### 1 Purpose

While it is the University's intention to offer all courses that have been advertised as available in a particular year, Victoria University of Wellington reserves the right to cancel advertised course offerings. It may do so to ensure that it continues to provide high-quality programmes with sufficient resources. This policy sets out conditions under which advertised course offerings may be cancelled.

#### 2 Organisational Scope

This is a University-wide policy.

#### 3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Course:	An individual unit of study towards a qualification, identified by a course code and title and usually carrying a specific points value.
Course Offering:	An offering of a particular course, or a stream of that course, in a particular time period.
Course of Study:	A set of courses undertaken by a student towards a degree, conjoint or double degree, diploma or other qualification(s); and the requirements with which a student must comply to gain that qualification(s).
Offer of Study:	A notification sent to a student in response to an enrolment application to inform the student of the qualification(s) and course(s) the University is offering them. The student must accept this notification in order to be officially registered in courses.

#### 4 Policy Content and Guidelines

Victoria University reserves the right to cancel course offerings which have been advertised as available on the University website and in University publications such as its [Calendar](#), [Course Catalogue](#), [Guide to Study](#), [Guide to Enrolment](#) and prospectuses in the following circumstances.

The University will not cancel a course after any student has received a confirmed Offer of Study for enrolment in that course except due to unforeseen and exceptional circumstances as detailed below. Where a course has to be cancelled after students have been accepted into it, the University will attempt to minimise the adverse consequences for those students

#### 4.1 Cancellation of Advertised Course Offerings

- (a) Subject to section 4.1(c), an advertised course offering may be cancelled up until the last Friday before teaching begins:
  - (i) when resources such as accommodation or equipment are insufficient; or
  - (ii) if student demand does not meet the minimum level set by the School and Faculty (this varies between courses and faculties); or
  - (iii) when other unforeseen circumstances arise, such as the sudden unavailability of the only staff member qualified to teach the course.
- (b) A course may be cancelled after teaching has commenced only in exceptional circumstances.
- (c) When a course is cancelled, alternative arrangements must be made to minimise the disadvantage to affected students, and to ensure that no student is prevented from completing their major or qualification. Particular care must be taken if:
  - (i) the course is a compulsory programme component; or
  - (ii) the course is required as a prerequisite/co-requisite for another course; or
  - (iii) there are few other appropriate courses available to allow each affected student to pursue a full-time course of study at the level and in the subject indicated.

*Note: It is expected that by mid-year schools will have decided whether any courses will not be offered in the following year, and will ensure that publications do not indicate such courses as being available. This policy does not apply to such situations.*

#### 4.2 Approval Process

- (a) Decisions to cancel a course offering are to be made as early as possible. Cancellations close to the beginning of teaching make it more difficult for students to arrange alternative courses, and so require stronger justification.

*Note: Any likely cancellations should be discussed with the Enrolment Office and the Faculty Office as early as possible to agree on appropriate and consistent advice to students who could be affected.*
- (b) The power to cancel a course offering up until the last Friday before teaching begins has been delegated to Deans. The Dean consults with the Head of the relevant School to consider possible arrangements that could allow the course to be offered. If no such arrangements are feasible, the Dean may cancel the course offering.
- (c) In deciding to cancel a course offering, the Dean shall give consideration to the consequences for students as in 4.1(c).
- (d) Any cancellation of a course later than the last Friday before teaching begins must be approved by the Deputy Vice-Chancellor (Academic) upon the recommendation of the Dean and in consultation with the Assistant Vice-Chancellor (Academic). The Dean's recommendation must be accompanied by information on the alternative arrangements available for affected students.
- (e) Upon a cancellation being approved, the Dean reports the decision to the relevant Faculty Board(s), and the relevant Faculty Student Administration Manager is responsible for ensuring that the following people are informed:
  - (i) Students enrolled in the course, who must also be informed of the appropriate contact person for advice on necessary changes to their course of study;

- (ii) Faculty Office Administration Managers in other faculties as appropriate;
  - (iii) Academic Policy Adviser;
  - (iv) Enrolment Manager, Central Student Administration;
  - (v) Course Administration and Timetabling Co-ordinator;
  - (vi) Manager, Student Recruitment and Course Advice; and
  - (vii) VUWSA Education Representative.
- (f) Any student enrolled in a course offering cancelled by the University will be refunded any fees they have paid for that course.

*Note 1: When a course has not been offered for three consecutive years, consideration should be given to deleting the course from the University's offerings (see separate [Deletion of Qualifications, Majors, Subjects and Courses Policy](#)).*

*Note 2: Some courses at Victoria University are only offered in alternate years.*

## 5 Legislative Compliance

Although the University is required to manage its policy documentation within a legislative framework; there is no specific legislation directing this policy.

## 6 References

[Victoria University of Wellington Calendar](#)

[Course Catalogue](#)

[Guide to Study](#)

[Guide to Enrolment](#)

[Deletion of Qualifications, Majors, Subjects and Courses Policy](#)

Previous Version: [archived\\_CancellationOfCourseOfferingsPolicy\\_20090729.pdf](#)

## 7 Appendices

None

## 8 Approval Agency:

Academic Board

## 9 Approval Dates

This policy was originally approved on: 02 Dec 1998

This version was approved on: 29 July 2009

This version takes effect from: 29 July 2009

This policy will be reviewed by: 29 July 2012

## 10 Policy Sponsor

Assistant Vice-Chancellor (Academic)

## **11 Contact Person**

The following person may be approached on a routine basis in relation to this policy:

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