

Cancellation and Withdrawal of Courses Policy

Approving authority	Programs Committee
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Document URL	http://policies.griffith.edu.au/pdf/Cancellation of Courses Policy.pdf
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Description	This policy describes the circumstances under which the University may cancel a course's class offering/s in addition to stating that courses are withdrawn only as a result of academic planning decisions.

Related documents

[Role Statement Course Convenor](#)

[Course Catalogue, Coding and Other Course Attributes Policy](#)

[Program Approval and Review](#)

[\[Introduction\]](#) [\[Cancellations Arising from Low Enrolments\]](#) [\[Cancellations Arising from Staff Absences\]](#)
[\[Withdrawal of Courses Arising from Changes in Program Structures\]](#)

1. INTRODUCTION

The University makes available to students via the Course Catalogue the range of courses in which enrolment is being accepted. It does so on the advice of Schools/Departments, and in the expectation that they have planned for and arranged their resources to support adequately the course offerings specified in Programs and Courses. The Course Catalogue indicates the trimester in which the course is scheduled, the campus at which it is offered, its location (on-campus, off-campus) and a class number. A course may have multiple class numbers to account for different campuses and/or locations in a given trimester.

2. CANCELLATIONS ARISING FROM LOW ENROLMENTS

The University reserves the right to cancel any class that attracts an enrolment of fewer than twelve (12) students, provided that the course to which the class refers is not a requirement for satisfactory completion of a program.

Cancellation of classes must be decided, at the latest, by the first day of week 1 in any trimester, (as established in the academic calendar) and notified to students by the end of week 1 of that trimester using their University email accounts.

3. CANCELLATIONS ARISING FROM STAFF ABSENCES

The University expects Schools/Departments to arrange their staffing resources through the Teaching Allocation Tool, including planned absences and periods of leave, to ensure adequate support for their advertised teaching programs and to provide statements within the course catalogue regarding courses offered in even or odd-numbered years.

The University does not regard the absence of staff on approved leave, such as ASP (Academic Studies Program), as an unforeseeable staffing problem that justifies the cancellation of a class or

course. The University also expects that classes for core and prerequisite courses will be staffed in such a way that the planned or unplanned absence of a single member of staff will not lead to a request for last minute cancellation of classes.

Nevertheless, there may be some circumstances where unforeseeable staffing difficulties arise, and a School/Department is obliged to ask the Group Board for approval to cancel classes for a course in a particular enrolment period.

If the situation arises, an urgent request from a School/Department should be made, in consultation with the Program Director, to the Dean (Learning & Teaching), for ratification at the next Group Board meeting. A School/Department making such a request should be able to satisfy the Group Board that all the students enrolled in the course concerned have been offered alternative class or course choices.

4. WITHDRAWAL OF COURSES ARISING FROM CHANGES IN PROGRAM STRUCTURES

Schools/Departments frequently need to withdraw courses as a consequence of other academic planning decisions: revision of academic plans, replacement of courses with new courses, decisions to consolidate existing courses, and program withdrawals.

Since these withdrawals are essentially planned, a decision to withdraw a course in these circumstances should be notified to the Group Board in accordance with the *Program Planning and Approval Timelines* policy.

Procedures for withdrawing programs or courses in this category, and specifying transition arrangements are outlined in *Program Approval and Review*.