

## Description of the Form

Requests to withdraw programs are normally considered and approved by the Deputy Vice Chancellor (Academic) during the Program Profile Planning (PPP) process each year. Where a program withdrawal is not included in the Group Program Profile Plan, the Group Pro Vice Chancellor may provide a completed *Program Withdrawal Submission* at any time to the Deputy Vice Chancellor (Academic) to request a change to the Group's Program Profile Plan. Such requests are considered and approved on a case by case basis.

To withdraw a program complete this form, outlining the teach-out and transition arrangements for continuing students, for approval by the Deputy Vice Chancellor (Academic). Following approval the program will be disestablished, and will no longer appear on *Degree Finder*. The *Programs and Courses Website* will be updated to show no intake, transition arrangements will be published, and stakeholders will be informed.

## Related Policies and Procedures

[Program Planning and Approval Timelines](#)

### Advice of Program Withdrawal

<b>Program Code</b>	
<b>Program Title</b>	
<b>Campus / Location / Mode of Delivery</b>	The home campus of the program to be withdrawn and/or the mode of delivery (e.g. off-campus, off-shore etc.) which is to be withdrawn.
<b>Host Element</b>	The School/Department which is the host element.
<b>Responsible Group Board</b>	The Group Board which is responsible for recommending the program and for its ongoing management and review.
<b>Last admit term</b>	The year and trimester in which the last cohort of students was admitted.
<b>Maximum Completion Time</b>	A timeframe for teaching out the existing program requirements shall be approved up to a maximum of 2 years.
<b>Reason for Program Withdrawal</b>	
A short paragraph providing the rationale for the program withdrawal.	
<b>Effect on Other Programs</b>	
Does the withdrawal of this program have effects on other programs such as through the discontinuation of courses which are included in the structure of other programs?	
<b>Have students applied for admission to the program prior to its withdrawal?</b>	
If so the University may have an obligation to them. This is particularly relevant for international students who may have received an offer via a pathway program. Consult Admissions staff in both Student Administration and Griffith International and provide relevant information here.	
<b>Data on current student enrolment</b>	
Provide data on students enrolled, on leave of absence and who have discontinued in the program, by year of commencement. Where a student seeks readmission they will be referred to an alternative program.	
If there are no students enrolled in this program it will be archived and removed from the Programs and Courses Website.	

**Arrangements for Continuing Students**

A short paragraph describing the arrangements for continuing students and the course offerings that will be available to them, this may include transfer to the replacement program.

Comments by Deputy Vice Chancellor (Academic)

- Not Approved
- Approved (Forward via email to Academic Services for implementation)

Signature: