# SUSPENSION PROPOSAL

#### *Aligns to COURSE CESSATION AND STUDENT TRANSITION (HE) PROCEDURE*

#### *SECTION 6 – PROCEDURES, Part C – Suspension of a Course or Major*

Applies to:

1. Course
2. Major or Specialisation
3. Delivery location

Does not apply to:

1. Higher Degrees by Research courses
2. Vocational Education and Training (VET) Award and Non-Award courses

Colleges and VU Online, wishing to suspend a course, major, specialisation or location must complete a suspension proposal, indicating that they are requesting suspension, and provide it to the Deputy Vice-Chancellor Tertiary Education for approval.

* Suspension of a course, major, specialisation or location may be requested.
* Courses, majors, specialisations or locations that are suspended do not accept new enrolments and are not listed on Course Finder, but continue to be taught to existing students (if any) without interruption.
* Courses, majors, specialisations or locations that are approved for suspension will be suspended for a period of a maximum of 12 months.
* Course, major, specialisation or location suspensions are not renewable.
* During the 12-month period of suspension of a course, major, specialisation or location, the College and VU Online, will determine, before 31 July in the year of suspension, whether:
1. The course, major, specialisation or location will be made active for the following academic year; or
2. The cessation process will be commenced to permanently deactivate the course, major, specialisation or location.

Following the approval of this suspension proposal, AQS will action the suspension in CAMS.

If you have any queries about the process, please email aqs@vu.edu.au

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| **Section 1: College / VU Online Details** |
| Proponent 1 Surname:  |
| College / VU Online:  |  |
| Associate Dean (L&T) (or equivalent): |  |
| Proponent 2 (if another College or VU Online is impacted by proposal) |
| College / VU Online: |  |
| Associate Dean (L&T) (or equivalent): |  |

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| **Section 2: Rationale for Suspension** |
| What is the rationale for this action? (e.g. course being renewed, as a result of ACM and CCR processes, course rationalisation, change in student demand, professional accreditation) |
| <Insert information> |
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| **Section 3: Details of Proposed Suspension** |
| [ ]   | course will be suspended and there will be no new enrolments of commencing students at any locations (including all majors/specialisations) and will be removed from Course Finder **Complete Section 4** |
| [ ]   | specific majors or specialisations will be suspended (please specify) **Complete Section 5** |
| [ ]   | course will be suspended in particular locations (please specify) **Complete Section 6** |
| [ ]   | other (please specify) |
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| **Section 4: Course Details** |
| Course Code: |  |
| Course Title: |  |
| CRICOS Code: |  |
| Pre-suspension intake: | The last new enrolment of commencing students pre-suspension [BLK / SEM / TRI YYYY] |
| [ ]  | Includes nested qualifications  |
| [ ]  | Are there students on a pathway likely to be affected by the proposed course suspension? |
| [ ]  | Are there students with COE’s likely to be affected by the proposed course suspension? |
| [ ]  | Will this suspension have an impact on currently enrolled students (e.g. VU TAFE) and students with pending pathways? |
| [ ]  | Will this suspension have an impact on other VU courses, such as combined or double degrees? |
| [ ]  | Will this suspension have an impact on the profile of the University (e.g. pathways, impact on particular cohorts of students)? |

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| **Section 5: Major / Specialisation Details** |
| Major/Specialisation Code: |  |
| Major/Specialisation Title: |  |
| Pre-suspension intake: | The last new enrolment of commencing students pre-suspension [BLK / SEM / TRI YYYY] |
| [ ]  | Includes nested minors |
| [ ]  | Are there students on a pathway likely to be affected by the proposed course suspension? |
| [ ]  | Are there students with COE’s likely to be affected by the proposed course suspension? |
| [ ]  | Will this suspension have an impact on currently enrolled students (e.g. VU TAFE) and students with pending pathways? |
| [ ]  | Will this suspension have an impact on other VU courses, such as combined or double degrees? |
| [ ]  | Will this suspension have an impact on the profile of the University (e.g. pathways, impact on particular cohorts of students)? |

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| **Section 6: Location Details** |
| Location: |  |
| [ ]  | Specific courses / majors or specialisations (please specify) |
| [ ]  | Across all courses / majors or specialisations |
| Pre-suspension intake: | The last new enrolment of commencing students pre-suspension [BLK / SEM / TRI YYYY] |
| [ ]  | Includes nested qualifications |
| [ ]  | Are there students on a pathway likely to be affected by the proposed course suspension? |
| [ ]  | Are there students with COE’s likely to be affected by the proposed course suspension? |
| [ ]  | Will this suspension have an impact on currently enrolled students (e.g. VU TAFE) and students with pending pathways? |
| [ ]  | Will this suspension have an impact on other VU courses, such as combined or double degrees? |
| [ ]  | Will this suspension have an impact on the profile of the University (e.g. pathways, impact on particular cohorts of students)? |

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| **Section 7: Student Numbers** |
| Students currently enrolled |
| Domestic: | F/T |  | P/T |  | International Onshore: | F/T |  | P/T |  | International Offshore: |  |  |  |  |
| Students with COE’s likely to be affected by the proposed suspension |
| Domestic: | F/T |  | P/T |  | International Onshore: | F/T |  | P/T |  | International Offshore: |  |  |  |  |
| Students with Pathways likely to be affected by the proposed suspension |
| Domestic: | F/T |  | P/T |  | International Onshore: | F/T |  | P/T |  | International Offshore: |  |  |  |  |

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| **Section 8: Stakeholder Consultation** |
| Stakeholder | Date consulted | Comments |
| Key staff of Proponent 1 |  |  |
| Key staff of Proponent 2 (if applicable) |  |  |
| Professional Accreditation Bodies |  |  |
| Manager – Admissions, Pathways & Scholarships |  |  |
| Academic Quality & Standards |  |  |
| VU Global |  |  |
| Other (Please specify) |  |  |

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| Section 9: Endorsements |
| Proponent 1Executive Dean (or equivalent)(College / VU Online) | Endorsed |  [ ]  Yes [ ]  No | Date |  |
| Name |  |
| Signature |  |
| Proponent 2Executive Dean (or equivalent)(College / VU Online) | Endorsed |  [ ]  Yes [ ]  No | Date |  |
| Name |  |
| Signature |  |
| Dean and Chief Academic Officer, VU Online(if applicable) | Endorsed |  [ ]  Yes [ ]  No | Date |  |
| Name |  |
| Signature |  |
| Chief International Officer(if applicable) | Endorsed |  [ ]  Yes [ ]  No | Date |  |
| Name |  |
| Signature |  |

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| Section 10: Approval |
| Deputy Vice-Chancellor Tertiary Education | Endorsed |  [ ]  Yes [ ]  No | Date |  |
| Name |  |
| Signature |  |