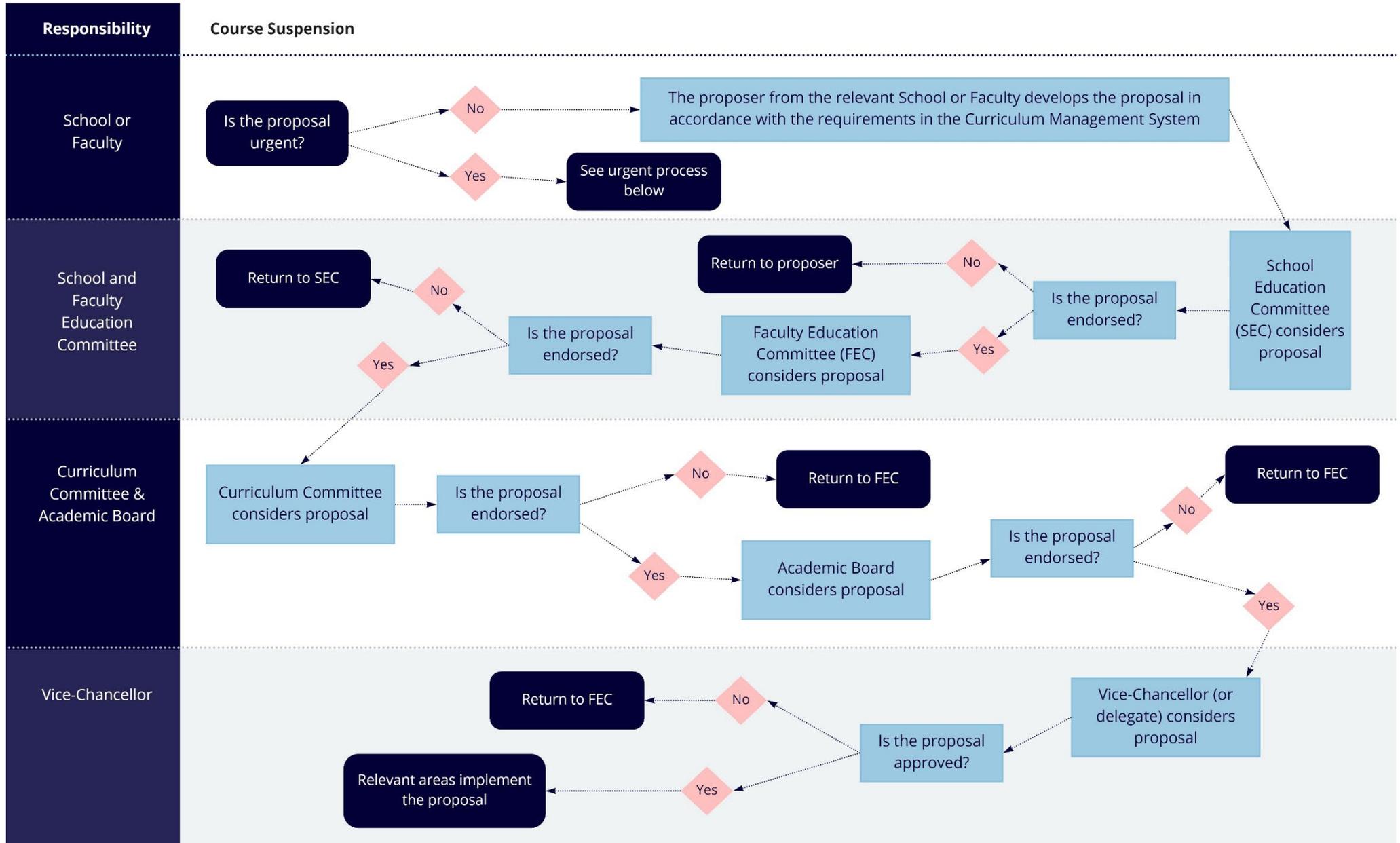
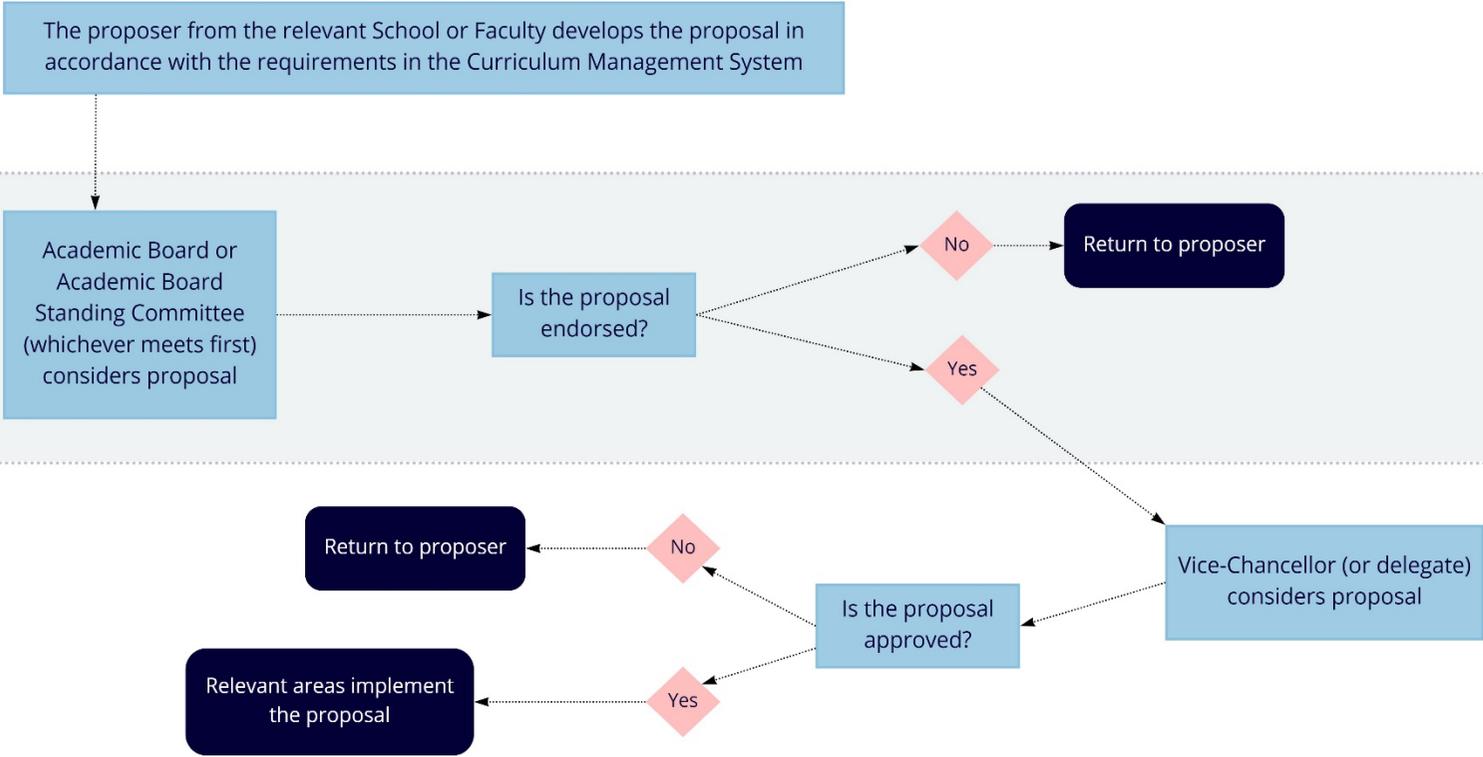


# Course Suspension Workflow



<b>Responsibility</b>
School or Faculty
Committee
Vice-Chancellor

**Urgent Course Suspension-** The Chair of Academic Board must approve a proposal to progress an urgent course suspension



## **Course Suspension**

The following steps apply to consideration and approval of a course suspension:

- Proposer develops proposal in accordance with the requirements in the Curriculum Management System
- School Education Committee considers proposal and decides whether to endorse
- Faculty Education Committee considers proposal and decides whether to endorse
- Curriculum Committee considers proposal and decides whether to endorse
- Academic Board considers proposal and decides whether to endorse
- Vice- Chancellor (or delegate) considers proposal and decides whether to approve. If approved, relevant areas implement the proposal.

If a proposal is not endorsed or approved at any step, it is returned to the proposer for further consideration.

## **Urgent Course Suspension**

The Chair of Academic Board must approve a proposal to progress a course suspension through the urgent process.

The following steps apply to consideration and approval of an urgent course suspension:

- Proposer develops proposal in accordance with the requirements in the Curriculum Management System
- Academic Board Standing Committee or Academic Board (whichever meets first) considers proposal and decides whether to endorse.
- Vice- Chancellor (or delegate) considers proposal and decides whether to approve. If approved, relevant areas implement the proposal.

If a proposal is not endorsed or approved at any step, it is returned to the proposer for further consideration.