# ULSTER UNIVERSITY

### **COURSE WITHDRAWAL**

(Please attach supporting documentation as appropriate) **Form CA5 (CMS)**

**COURSE TITLE:**       **COURSE CODE:**

1. **REASON FOR WITHDRAWAL**

1. **RESOURCE IMPLICATIONS**

 Please specify any resource implications: staffing, equipment, specialist accommodation.

1. **LAST INTAKE: ACADEMIC YEAR 20****/**

1. **NOTIFICATION TO APPLICANTS AND CURRENT STUDENTS**

**4.1 HAVE APPLICANTS AND CURRENT STUDENTS BEEN ADVISED OF THE WITHDRAWAL OF THE COURSE?**

 Yes[ ]  No[ ]  Not Applicable[ ]

 **Please provide evidence of how current students have been informed.**

**4.2 IS THE COURSE TO BE CONTINUED UNTIL CURRENT STUDENTS COMPLETE?**

 Yes[ ]  No[ ]  Not Applicable[ ]

**4.3 WHAT ARRANGEMENTS HAVE BEEN MADE FOR APPLICANTS AND CURRENT STUDENTS?**

(Principles to be followed in the event of course closure are set out in the Programme Approval, Management and Review Handbook and Partnership Handbook.)

**The procedure to withdraw a programme in the CMS should be followed (see Faculty Approval guidance) and the completed CA5 form should be submitted through the CMS. The withdrawal date set in CMS should be the date the last student is expected to complete, in order to keep the course open for revision. To withdraw particular modules, or a course location, or mode of attendance, use the Course Revision, CA3 process in CMS.**

The external examiner should be advised of this withdrawal. Prospectus and other publicity material should be updated.

Centre for Curriculum Enhancement and Approval

November2023