

Course Discontinuation Policy

Version	Approved by	Approval date	Review date
01	Board of Directors (Endorsed by the AB)	August 2024	September 2025

Administrators Responsible	Academic Development Committee (ADC), Dean, Registrar, Assistant Deans, Head of Accreditation and Regulatory Compliance
Purpose	The purpose of this policy is to articulate the systematic approach adopted by ISGL in the event of discontinuation of a course or specialisation, ensuring that the process is conducted in accordance with regulatory standards, and minimizes adverse impacts on stakeholders.
Scope	This policy applies to all courses and specialisations offered by ISGL, providing guidelines for the rationalisation or discontinuation process, while preserving the academic integrity, and ensuring the welfare of enrolled students.
Policy Statement	ISGL is committed to offering courses and specialisations that are relevant, high quality, and align with industry demands. However, courses or specialisations may be discontinued due to various reasons such as low enrolment, changes in industry demands, or shift in strategic focus. In such cases, ISGL ensures a systematic, consultative and transparent process.

Consultation with Stakeholders

- a. Prior to making a decision about the discontinuation of a course, ISGL undertakes extensive consultations with relevant stakeholders including students, faculty members, industry partners, and alumni. This aims to gather insights and recommendations and ensure that all perspectives are considered in the decision-making process.

Risk Management

- a. During the discontinuation process, ISGL identifies and assesses potential risks associated with discontinuing a course. This includes evaluating the impact on students, faculty, and the institution's reputation. Strategies are then developed to mitigate identified risks.

Monitoring and Reporting

- a. The ADC will regularly monitor and report on the progress of the discontinuation process to the Academic Board, ensuring compliance with this policy and regulatory standards.

Student Support Services

- a. In the event of discontinuation, ISGL commits to providing comprehensive support services to the affected students. This includes offering counselling services, assistance in transferring to other courses within or outside ISGL and providing necessary resources to ensure a smooth transition.

Feedback and Complaints

- a. ISGL establishes a mechanism to gather feedback and address complaints during the discontinuation process. This mechanism ensures that concerns and grievances of students and other stakeholders are addressed in a timely and transparent manner.

Accessibility and Inclusivity

- a. ISGL ensures that the discontinuation process is conducted in a manner that is inclusive and accessible to all students, taking into consideration the diverse needs of the student population.

Review of Policy

- a. This policy will be reviewed periodically to ensure its relevance and alignment with the evolving educational environment and regulatory standards.

Procedure

- i. Proposal for Discontinuation: A proposal for discontinuation can be initiated by the Dean, Department Head, or any relevant committee. The proposal should outline the reasons for discontinuation and provide a detailed impact analysis.
- ii. Approval: The proposal is presented to the Academic Board for initial approval. If approved, it is forwarded to the Board of Directors for final approval.
- iii. Notification: Once approved, a formal notification is issued to all affected stakeholders, outlining the reasons for discontinuation and the support measures in place.
- iv. Transition Plan: A transition plan is developed to assist affected students to enable them to complete the units at ISGL or if this is not viable, facilitating their transfer to other courses or institutions, with minimum disruption to their studies.
- v. Implementation: The discontinuation process is implemented in accordance with the transition plan, ensuring that academic integrity is maintained, and the students' welfare is prioritised.
- vi. Closure: Upon successful implementation of the transition plan, the course is formally closed, and a report is prepared detailing the process and outcomes.

Approval

- i. This policy will be approved by the Board of Directors, following the endorsement by the Academic Board.

Related Documents

- a. Recognition of Prior Learning Policy
- b. Student Grievance and Mediation Policy and Procedures