



**Dumfries and
Galloway College**

One step ahead

CURRICULUM: COURSE AND CLASS CANCELLING PROCEDURE

Responsibility: Director of Learning and Teaching

Issue Date: 4th February 2026

Equality Impact Assessment: 2nd February 2026

Version: 2



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Curriculum: Course and Class Cancelling Procedure

1. Purpose

To inform decisions on class closure as part of recruitment, viability option and the process to cancel classes during the academic year.

2. Scope

The procedure is to be implemented at all College sites and across all courses in the curriculum.

3. *References*

- D & G Mission 2030
- Regional Outcome Agreement
- Health and Safety Policy
- Onboarding, Retention and Attainment Policy
- Adverse Weather Procedure

4. *Definitions*

ELT	Executive Leadership Team
SLT	Senior Leadership Team

5. *Responsibility*

- 5.1 It is the responsibility of the Director of Learning and Teaching to review and update this procedure.
- 5.2 The Curriculum Managers will provide support and advice to staff and students in relation to course and class cancelling.

6. *Procedure*

6.1 **Course Cancellation**

The Director of Learning and Teaching and Curriculum Managers are responsible for monitoring applications prior to the start date of the course, and will report into the Vice Principal – Curriculum and Student Experience. If it is apparent that the minimum target numbers will not be met and there is no possibility of remedial action addressing this, then the Director of Learning and Teaching will cancel the course. Any cancellation must be made in sufficient time to ensure students already accepted have an alternative course.

Once the decision has been made, Student Funding, Marketing, and Student Records should be advised immediately by the Curriculum Manager. The Admissions Department will arrange for students to be informed with immediate effect and the option to apply for the course is removed from the College website. Students should be offered the opportunity for further advice and alternative provision.

6.2 Course Viability Options

Following enrolment at the commencement of the session there may be courses which have not achieved their target numbers. It is anticipated that with effective monitoring after the applications portal opens this situation would not arise.

The Director of Learning and Teaching will meet with Curriculum Managers at the end of each day for the first two weeks of the session to discuss courses and agree action to be taken. This may result in:

- Combination with other groups/courses/levels for all or part of their timetable
- Further advertising when there is only a small shortfall
- Contacting students on the course waiting list
- Late enrolment of students who are known to be attending
- Delaying starting times
- Efficiency measures such as combination, reduction of hours e.g. by using open learning or other measures agreed
- It is the first year of a new provision which is almost viable and strategically important (in this case the course should be near to target and would not have implications for subsequent years)
- Some other significant strategic or business reason

Courses which form subsequent year of a recognised progression, and which have low numbers should not run, as they are likely to become increasingly less viable. However, this decision should be made after discussion and agreement of a run out plan at the College's portfolio review process.

All changes to course provision should be copied by the Curriculum Manager, Director of Learning and Teaching, Vice Principal – Curriculum and Student Experience, Student Support Funding Officer, Performance Manager, Director of Student Experience and Innovation and Director of Skills and Marketing.

6.3 Class cancelling due to Staff Absence

The decision to cancel a class due to staff absence will be made by the Curriculum Manager, who will inform the Director of Learning and Teaching in each instance. Every effort should be made to arrange cover, see below for options, for the relevant class and cancelling should be the last resort. This may involve the use of staff from other Areas, or part-time temporary staff.

For evening courses where no alternative arrangement is possible, the Curriculum Manager must ensure students are informed of any closure before they travel. If Administrators are unavailable, student information should be passed to reception to make the necessary contact.

All class cancellations must be reported to reception immediately. The Curriculum Manager should also place a cancellation notice on the timetabled room door so that any arriving students know what to do or who to contact. Every effort should be made to notify students in advance, including using the texting service.

6.4 Class Cover Options

Stage 1 – The Curriculum Manager will initially attempt to cover the class from staff with similar skills.

Stage 2 – The Curriculum Manager will attempt to cover the class from the pool of staff in their dominant area.

Stage 3 – The Curriculum Manager will attempt to cover the class from the pool of staff available within other Curriculum areas.

Stage 4 – Once all cover options have been explored, the Curriculum Manager may approve cancellation of the class. They must also inform the Director of Learning and Teaching.

6.5 Closure due to other significant circumstances

The decision to cancel classes for any other reason can be made by a member of the College's SLT or ELT.

Any decision to cancel classes must be effectively communicated to staff and students.

7. *Distribution*

All Staff
Repository

8. *Revision Log*

Revision Log		
Date	Section	Description
26.05.2021	Cover/Responsibility	Vice Principal Learning and Skills changed to Director of Curriculum
26.05.2021	Throughout the Procedure	Vice Principal Learning and Skills changed to Vice Principal, Learning, Skills and Student Experience
26.05.2021	Throughout the Procedure	Head of Curriculum changed to Director of Curriculum
26.05.2021	Throughout the Procedure	Marketing Manager changed to Director, Marketing and Commercial Services
26.05.2021	Throughout the Procedure	Executive Management Team changed to Executive Leadership Team
26.05.2021	Throughout the Procedure	Learner changed to Student
26.05.2021	6. 0 Distribution	Changed Quality Manual to Repository
09.02.2022	Purpose and Scope	New sections for this procedure
09.02.2022	5.1	Paragraph 1 - To reflect change in process Director of Curriculum to inform VP Learning and Skills and Student Experience on the decision to cancel the course.

		Paragraph 2 – Update made to reflect change in process. Admissions to inform students instead of Marketing.
09.02.2022		Reference to closure due to weather conditions removed.
09.02.2022	5.3	Stages 3, 4 and 5 – Updates made to reflect changes in process. In Note – reference to core skills and e-portfolios and Curriculum for excellence removed. Secretaries changed to Administrators.
28.04.22	Title	Title changed from Class Formation and Closure Procedure to Curriculum: Course and Class Cancelling Procedure
28.04.22	3. References	Related documentation listing updated
	Format	Updated to reflect Document Control layout wit Equality Impact Assessment added as Appendix 1
	Throughout	Director of Curriculum changed to Executive Director of Curriculum, VP Learning & Skills changed to Depute Principal
20/01/26	Throughout	Executive Director of Curriculum changed to Director of Learning and Teaching. Depute Principal changed to Vice Principal – Curriculum and Student Experience. Student Funding Officer changed to Student Support Funding Officer. Director of Marketing and Commercial Services changed to Director of Skills and Marketing. Student Records Manager changed to Performance Manager.
	6.2	Director of Student Experience and Innovation added
	6.3 & 6.4, Stage 4	Updated to reflect that Curriculum Managers can make the decision to cancel a class but they must also inform the Director of Learning and Teaching.
	6.3	Re-written to remove repetition and improve clarity (following the same procedure)

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of withdraw
Curriculum: Course and Class Cancelling Procedure	Director of Curriculum	1	April 2022	
Curriculum: Course and Class Cancelling Procedure	Director of Learning and Teaching	2	04.02.26	

Appendix 1 – Equality Impact Assessment

Document:	Curriculum Course and Class Cancelling Procedure
Executive Summary:	There are potential negative impacts for disability, gender, care experience, carers, mental health and socio-economic status in that a cancelled or combined course may have disproportionate impacts on these groups. This may result in indirect discrimination and reduce equality of opportunity, but would have little impact on promotion of good relations. These effects are mitigated by the requirement that any cancellation or combination of classes must be a last resort, and justified by the requirement that the College must be financially sustainable.

Duties:

1: Eliminate discrimination, harassment and victimisation

2: Promote equality of opportunity

3: Promote good relations

* Human Rights to privacy and family life, freedom of thought and conscience, education, employment

PSED Impacts

	Commentary
Disability	The consequences of a cancelled course will be more severe for people who must arrange support for their study relating to a disability. A move to another course might be difficult as it may take time to arrange appropriate transport and classroom support for the student. In addition, the decision to combine classes may impact negatively on students who require support focussed attention due to a disability.

Gender	The consequences of a cancelled course may be more severe for a student with child care or caring responsibilities, as they may have arranged for long term paid support to be in place to enable them to study. People in this position are statistically more likely to be women.
Age	Impacts should be neutral for these protected characteristics across all three elements of the duty.
Gender Based Violence	
Gender identity/ reassignment	
Marriage/civil partnership	
Pregnancy/maternity	
Religion or Belief	
Race	
Sexual Orientation	

Additional Considerations

Care experienced	The consequences of a cancelled course will be more severe for care experienced people who require support for their study. A move to another course might be difficult as it may take time to arrange appropriate support for the student. In addition, the decision to combine classes may impact negatively on students who require support and focussed attention due to being care experienced.
Carers	The consequences of a cancelled course may be more severe for a student with child care or caring responsibilities, as they may have arranged for long term paid support to be in place to enable them to study.
Mental Health	The consequences of a cancelled or combined course will be more severe for people with severe anxiety disorders who rely on routine to provide reassurance.

Socio-economic status	The consequences of a cancelled course will be more severe for people living in poverty who may have given up benefits to join the course and now find their funding will be discontinued due to cancellation of the course.
Veterans	Impacts for this group are likely to be neutral.
Human Rights*	The Human Right to Education may be impacted by this procedure.

Lead Officer:	Director of Learning and Teaching		
Facilitator:			
Date initiated:			
Consultation:	The potentially negative effects identified are mitigated by the requirement that any cancellation or combination of classes must be a last resort and justified by the requirement that the College must be financially sustainable.		
Research:			
Signature	Danielle Fox	Date	02.02.2026