Appendix B

**OTAGO POLYTECHNIC**

**CANCELLATION OR POSTPONEMENT OF A COURSE OR SHORT COURSE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tick which applies | | | | | |
|  | **Cancellation** | | |  | **Postponement** |
|  | Course | | | | |
|  | Courses (multiple) | | | | |
|  | Occurrence | | | | |
|  | Occurrences (multiple) | | | | |
| **Title** | | |  | | |
| **Code** | | |  | | |
| **Occurrence Number** | | |  | | |
| **Occurrence Start Date** | | |  | | |
| **Occurrence End Date** | | |  | | |
| **Title** | | |  | | |
| **Code** | | |  | | |
| **Occurrence Number** | | |  | | |
| **Occurrence Start Date** | | |  | | |
| **Occurrence End Date** | | |  | | |
| **Title** | | |  | | |
| **Code** | | |  | | |
| **Occurrence Number** | | |  | | |
| **Occurrence Start Date** | | |  | | |
| **Occurrence End Date** | | |  | | |
| **Reason for Cancellation / Postponement** *(delete one)* | | | | | |
|  | | | | | |
| **Approved by Appropriate Deputy Executive Director** | | Name  Date    Signature | | | |
| **Head of College (HoC)** | | School  HoC Name  Date    Signature | | | |

**Head of College – Notification Checklists**

|  |  |
| --- | --- |
| **Check** | **Notify** |
|  | Ākonga enrolled or in the process of enrolling |
|  | College Operation Leads |
|  | Student Administrators |
|  | School Administrators |
|  | Internal Stakeholders – refer to checklist below |
|  | Relevant School Kaimahi |
|  | External Stakeholders (if applicable) |
|  | Update Status of Programme Spreadsheet |
|  | Other (if applicable) |

**Head of College Internal Stakeholders Checklist: Email PDF copies of this form to:**

|  |  |  |
| --- | --- | --- |
| **Check** | **Area** | **Email** |
|  | Academic Excellence | [AcademicExcellence@op.ac.nz](mailto:AcademicExcellence@op.ac.nz) |
|  | Customer Services (unless a short course) | [Customerservices@op.ac.nz](mailto:Customerservices@op.ac.nz) |
|  | Finance | [Finance@op.ac.nz](mailto:Finance@op.ac.nz) |
|  | Marketing, Engagement and Communication (unless a short course) | [marketing@op.ac.nz](mailto:marketing@op.ac.nz) |
|  | OPSA | opsaprez@op.ac.nz |
|  | Other |  |