

# Course Discontinuation Procedure

|                              |   |                    |                       |
|------------------------------|---|--------------------|-----------------------|
| <b>Policy Hierarchy link</b> | Course Development, Review and Discontinuation Policy   |                    |                       |
| <b>Responsible Officer</b>   | Academic Dean   |                    |                       |
| <b>Contact Officer</b>       | Registrar <a href="mailto:registrar@moore.edu.au">registrar@moore.edu.au</a>                                |                    |                       |
| <b>Superseded Documents</b>  | Nil   |                    |                       |
| <b>Associated Documents</b>  | Academic Grievance (Appeals) Policy<br>Course Development and Approval Procedure<br>Course Review Procedure |                    |                       |
| <b>Review Date</b>           | August 2020   |                    |                       |
| <b>Access Flag</b>           | Student<br>Public   |                    |                       |
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## 1. PURPOSE AND SCOPE

The decision to discontinue a course may be due to a variety of reasons including the result of a restructure following a major course review, changes in student demand, or a change in the strategic plans of the College.

This procedure sets out the processes to be followed for the discontinuation of current course offerings. The procedure applies to those persons and groups who administer accredited courses. This includes the Governing Board (GB), Academic Board (AB) and its two standing committees, the academic departments and faculty members and staff. The procedure applies to all accredited academic programs of the College.

## 2. DEFINITIONS

| Term   | Definition  |
|--------|---|
| AB     | Moore College Academic Board  |
| Course | A program of learning comprising one or more units of study, or structured workplace learning that leads to the award of a qualification. (AQF, 98) |
| ESOS   | <i>Educational Services for Overseas Students Act 2000</i>  |

|                                 |  |
|---------------------------------|--|
| GB                              | Moore College Governing Board  |
| International student           | A student on a student visa.   |
| Learning and Teaching Committee | A standing committee of the Moore College Academic Board   |
| Research and Centres Committee  | A standing committee of the Moore College Academic Board   |
| Teach-Out Plan                  | A plan that describes how the academic program will be discontinued and how the impact on students concerned will be minimized |
| TEQSA                           | Tertiary Education Quality and Standards Agency  |

### 3. PROCEDURE

This section sets out the actions to be performed for discontinuation of a course.

#### 3.1 Overview

- (i) The discontinuation of a course must be approved by the Governing Board on the recommendation of the Academic Board.
- (ii) Discontinuation must be formally approved before any students are notified that the course is discontinued.
- (iii) Where students are currently enrolled in a discontinued course an appropriate teach-out plan must be submitted to the Academic Board.
- (iv) All students enrolled in a discontinued course must be notified of the plans for discontinuation, the timeline for the phasing out and the options for them to complete their course of study.
- (v) Students should be so notified at least one semester before the teach-out plans commence.

#### 3.2 Discontinuation Proposal

- (i) A proposal to discontinue a course normally may be made by the following persons or academic units: Principal, faculty, academic departments, the Academic Board and its standing committees.
- (ii) The proposal to discontinue a course will address the following matters:
  - Reasons for proposal to discontinue the course
  - Teach-out plan
  - Impact on stakeholders, including students, faculty, staff, employers of graduates
  - Consequences for strategic planning
  - Financial consequences, for example: additional faculty workload required should a discontinued and new course overlap; loss of course income for the College

#### 3.3 Teach-Out Plan

The teach-out plan will address the following matters:

- Number of students involved over the teach-out period
- Proposed duration of the teach-out period. For example, for full-time courses a normal teach-out period would be the full-time duration of the course plus one year
- How the academic quality of the course will be maintained over the teach-out period
- How the educational experience of the students will be maintained to ensure that the students meet the learning outcomes of the course
- Details of the arrangements made for students to complete their course including availability of core and elective units

- Details of the arrangements made for students who are unable to complete their course for medical or compassionate circumstances and for students who fail units or fail to make progress in a timely manner. Such arrangements may include unit substitution if a unit will not be offered throughout the teach-out period; additional assessments for students who fail units not likely to be offered again in the teach-out period; identifying equivalent units at other institutions for which credit would be given
- Communication with students: how and when information will be communicated; content of communication; arrangements for ongoing communication throughout the teach-out period
- How ESOS compliance will be maintained, such that it must be possible for any currently enrolled international students to complete their course within the expected timeframe

#### 3.4 Consideration by the Academic Board

- The proposal, with an accompanying teach-out plan, will be submitted to the Academic Board for consideration.
- The Academic Board, in its role of quality oversight of academic programs, will consider whether the proposal and teach-out plan appropriately provides for the students enrolled.
- The Academic Board decision may be: (1) return to the proposer for amendments, (2) not to recommend the proposal to discontinue the course, (3) recommendation to the Governing Board to discontinue the course, or another decision.

#### 3.5 Governing Board Approval

On the recommendation of the Academic Board the Governing Board may approve discontinuation of a course of study.

#### 3.6 Regulatory Notification

Following Governing Board approval to discontinue the course the Registrar will notify TEQSA, and any other bodies as required such as the Australian Department of Education.

#### 3.7 Cessation of Admissions

Admissions to the course will cease at the earliest possible time while ensuring that commitments to students are maintained.

Students will need to be advised that offers made as a last intake for the course cannot be deferred.

#### 3.8 Marketing

Marketing of the course will cease. Marketing information and the College website will be updated to reflect the approved course arrangements. The discontinued course will be identified as 'No longer offered from <YYYY>'

#### 3.9 Communication with Students

- Students affected by the decision to discontinue a course should be notified in writing. This will include the reasons that the course is being discontinued, the plans for the teach-out period and any other options available for the student to complete their course. Other options may involve transfer to another program.
- Students should be notified at least one semester before the teach-out period begins.

### 3.10 Teach-Out Period

- (i) Adjustments may need to be made over the teach-out period to ensure that continuing students have access to the units they require to complete the course. Such adjustments will be approved by the Academic Board.
- (ii) The Course Coordinator will review student progress at the end of each semester and report to the relevant standing committee of the Academic Board, to the Learning and Teaching Committee for coursework programs of study and the Research and Centres Committee for research programs of study.
- (iii) The Course Coordinator will also advise the respective committee on any delayed progress in the teach-out plan.
- (iv) Where possible supply students with course plans that map out their progress to completion.
- (iv) Students will be advised that a deferment for a time in the teach-out period is not likely to be approved.

### 3.11 Responsibilities

- (i) The Academic Board is responsible to approve the Teach-Out Plan and to ensure the academic quality of the course during the teach-out period.
- (ii) The Course Coordinator is responsible to monitor student progress throughout the teach-out period with a view to ensuring that students are enabled to complete their course and to propose course adjustments where required.
- (iii) The Learning and Teaching Committee is responsible to administer the teach-out plans of coursework programs with report to the Academic Board.
- (iv) The Research and Centres Committee is responsible to administer the teach-out plans of research programs with report to the Academic Board.

### 3.12 Appeals

Students may make an appeal regarding any aspect of teach-out plans via the Academic Grievance (Appeals) Policy.

## 4. ACKNOWLEDGEMENTS

The following documents are acknowledged.

*Guidelines for Teaching-Out Disestablished Programs.* Monash University. 2015.

*Discontinuation and Phasing Out of Academic Programs Procedure (MPF1006).*

University of Melbourne. Version 1, 21 September 2012.

*Transition Arrangements Relating to the Introduction of New Undergraduate Degree Courses.* University of Western Australia. UP11/36, 7 October 2011.

## 5. REVIEW & HISTORY

This procedure may be reviewed from time to time as required, apart from the scheduled review date stated above.

| Version | Authorised by  | Approval Date | Effective Date | Sections modified |
|---------|----------------|---------------|----------------|-------------------|
| 1.0     | Academic Board | 07/08/2015    | 07/08/2015     | New procedure     |
|         |                |               |                |                   |
|         |                |               |                |                   |
|         |                |               |                |                   |

|  |  |
|--|--|
| <b>Course Title:</b>                                       |  |
| <b>Discontinuation Proposed By:<br/>Academic Unit/Name</b> |  |

The role of the Teach-Out Plan is to prepare for how the academic program will be discontinued and how the impact on students concerned will be minimized. The Teach-Out Plan is part of the quality assurance processes of the College and must be approved by the Academic Board.

|   |
|---|
| <b>1. Commencement Date and Duration of Teach-Out</b>   |
| <ul style="list-style-type: none"> <li>The proposed commencement date of the teach-out period of the course</li> <li>The anticipated duration of the teach-out period (including consideration of any particular student requirements)</li> </ul> |
| Insert text here  |

|  |
|--|
| <b>2. Students</b>   |
| <ul style="list-style-type: none"> <li>The number of students who will be involved during the teach-out period</li> <li>The nature of the student cohort involved: identify any students with particular educational requirements, any overseas students, part-time students, any progression matters</li> </ul> |
| Insert text here   |

|   |
|---|
| <b>3. Ensuring Academic Quality</b>   |
| Comment on how the academic quality of the course will be maintained during the teach-out period, the availability of faculty (see also 5a), external experts |
| Insert text here  |

|  |
|--|
| <b>4. Student Learning Experience</b>  |
| Comment on how the educational experience of the students will be maintained to meet the learning objectives of the course |
| Insert text here   |

|                                   |
|-----------------------------------|
| <b>5. Core and Elective Units</b> |
|-----------------------------------|

- Provide details of the availability of core and elective units over the duration of the teach-out period.
  - Identify elective units that may not be offered for student information
- Insert text here

| 5a. Course Map  |               |                                   |                      |                      |                      |                      |
|---|---------------|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| Provide a schedule of planned units over the teach-out period. Consideration may be given to streaming students into particular units to provide a viable class size. |               |                                   |                      |                      |                      |                      |
|   | Current units | Year 1 of Teach-Out Planned Units | Year 2 Planned Units | Year 3 Planned Units | Year 4 Planned Units | Year 5 Planned Units |
| Year 1  |               |                                   |                      |                      |                      |                      |
| Year 2  |               |                                   |                      |                      |                      |                      |
| Year 3  |               |                                   |                      |                      |                      |                      |
| Year 4  |               |                                   |                      |                      |                      |                      |

| 6. Course Adjustments   |
|---|
| <p>Provide details of plans for students who may experience difficulties in completing their course because of:</p> <ul style="list-style-type: none"> <li>• medical or compassionate circumstances</li> <li>• failed units</li> <li>• lack of progress in a timely manner</li> </ul> <p>Such arrangements may include unit substitution if a unit will not be offered throughout the teach-out period; additional assessments for students who fail units not likely to be offered again in the teach-out period; identifying equivalent units at other institutions for which credit could be given. Particular provision must be made for overseas students.</p> |
| <p>Insert text here</p>   |

| 7. Communication with Students  |
|---|
| <ul style="list-style-type: none"> <li>• Provide details of the initial communication with students about the discontinuation of their course; options for course transfer if applicable, plans for the teach-out period</li> <li>• Provide plans for communication with students throughout the teach-out period</li> <li>• Provide details of a contact person for student enquiries about the teach-out plans</li> </ul> |
| <p>Insert text here</p>   |

| Date     | Approved By    | Comments |
|----------|----------------|----------|
| DDMMYYYY | Academic Board |          |
|          |                |          |
|          |                |          |