

COURSE DISCONTINUATION, TERMINATION AND TEACH OUT POLICY

Approving authority	Academic Board
Purpose	This policy outlines the processes to be followed for discontinuation and teach out of a course or subject
Responsible Officer	President and CEO
Next scheduled review	September 2026
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Business Continuity Policy Course and Unit Development, Approval and Review Policy and Procedure Deferring, Suspending or Cancelling a Student’s Enrolment Policy and Procedure

1. PRINCIPLES

A strategic objective of Ozford Institute of Higher Education’s (hereafter referred to as “the Institute”) is to support excellence in learning and teaching which delivers practical graduate outcomes. The Institute will achieve this in part by offering relevant courses. In offering relevant courses, the Institute is committed to ensuring that all students are provided with every opportunity to complete the course of study in which they are enrolled. However, there may be circumstances where it is required or considered necessary to suspend/discontinue/terminate a course.

Where it is considered necessary to suspend/discontinue/terminate a course the Institute will implement a transparent and equitable plan to ensure that students are not disadvantaged by such an action.

A fundamental principle of the Institute is that students will not be disadvantaged as a result of the discontinuation/termination of a Course.

2. SCOPE

This policy applies to all staff involved in instances of discontinuation/termination of a Course.

3. DEFINITIONS

Course

For the purposes of this policy a course is an accredited course provided by the Institute that is listed on the National Register.

Discontinued Course

A course in which it has been formally decided that there will be no new students enrolled, but existing students will be taught out.

Individual Student Statement (ISS)

A written document prepared for a student that provides an identification of units that a student needs to complete to graduate from a discontinued course. This ISS also includes possible options for the student to complete the course.

Suspended course

A course that the Institute decides to suspend. The period of suspension may be for one or more trimesters.

Terminated course

When there is no further “transition and teach-out” to a discontinued course

Transition and Teach-out Mode

This is a status, following the decision to discontinue a course, where no new students can be enrolled in a course and arrangements are in place to ensure that all existing enrolled students can either complete the course or transition to an alternative mutually agreed course at no disadvantage to the student.

Transition and Teach-out Plan

A written plan that documents the process by which the discontinued course will proceed. The plan also documents the academic support provided for students enrolled in a course that has been discontinued. The plan will provide for equitable treatment for all students affected by the discontinuation of the course, by enabling them to have reasonable time to complete the course, or by providing them with reasonable alternative course and unit options.

Unit of study

A unit of study is an individual subject that is studied as part of a course. It is the smallest stand-alone component of a course that can be recorded on an academic transcript. A unit can also be viewed as the study of a particular topic within a wider field and is a unit of the basic building block of a qualification.

4. POLICY

Decision to Suspend a course

- 4.1 The Institute may decide to suspend a course or units of study with a course for one or more trimesters. The *Deferring, Suspending or Cancelling a Student’s Enrolment Policy and Procedure* sets out the processes for a suspension.

Decision to Discontinue a course

Institute initiated decision

- 4.2 The Institute may decide to discontinue a course for several reasons including changes in student demand, a change to strategic positioning in a particular market, or a major course revision following a formal course review process.
- 4.3 Decisions of this nature must be made by the Academic Board in consideration of
- reason/s (academic, strategic and financial) for the discontinuation;
 - whether there is a replacement course proposed;
 - the number of students currently enrolled and their level of progression;
 - an explanation of how students enrolled in the course will be helped to either complete the course or transition to another course of study;

- any other impact for the Institute; and
- how stakeholders have been or will be consulted about the discontinuation.

4.4 The decisions must be notified to TEQSA within 14 days of the decision.

Regulatory decision

4.5 A course may also be discontinued because of a TEQSA decision to:

- not renew accreditation of a course, and students are currently enrolled in this course;
- cancel the accreditation of a course, and students are currently enrolled in this course; or
- not accredit a course intended to supersede an existing course that a provider has not sought to reaccredit.

Time frame for teach out

4.6 Irrespective of the reason/s for the decision to discontinue a course, and place students into transition and teach-out mode, students must not be disadvantaged. This will be achieved by providing all students in the discontinued course with a reasonable time to complete the course. Typically, this will be the full-time duration plus one further year or part-time equivalent.

4.7 For a period not extending beyond full-time duration plus two years or part time equivalent, students who have not completed the discontinued course within the period of the transition and teach-out plan will be further assisted to transition into an alternative course, to complete their course by taking outstanding units at another institution or another mode of learning, or to complete their course through a special course of study.

4.8 Accreditation of the course will be maintained for the duration of the teach out period.

4.9 Formal cessation of a course will be once there are no students remaining currently enrolled.

Individual student statement

4.10 All students affected by the decision to discontinue a course will be provided with a written statement that provides identification of units that a student needs to complete to graduate from a discontinued course and options for the student to complete the course.

Transition and Teach out plan

4.11 The Institute will prepare a transition and teach out plan that documents the process by which the discontinued course will proceed. The plan also documents the academic support provided for students enrolled in a course that has been discontinued. The plan will provide for equitable treatment for all students affected by the discontinuation of the course, by enabling them to have reasonable time to complete the course, or by providing them with reasonable alternative course and unit options.

4.12 The transition and teach out plan will particularly:

- ensure that students have a reasonable opportunity to complete the discontinued course within a reasonable period of time;
- specify the anticipated timeline of activities, including the effective date of the termination of the course;
- include a communication plan that includes the proposed timeline and methods for notifying students of the Transition and Teach-out Plan, including any students who may be on leave of absence, as well as academic and professional staff and other stakeholders;
- list the students affected and anticipated decisions regarding teach-out (graduation dates, transfer, remain at institution, participate in teach-out and at what institution, etc.)

Contingency Arrangements

4.13 The Institute will establish teach-out or transition contingency arrangements in the event that any course provided by the Institute is discontinued, particularly identifying the availability and accessibility of similar courses

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officer of the Institute.

7. ACKNOWLEDGEMENT

This policy was developed with reference to the following:

- Charles Sturt University, Course and Subject Policy, 2023 ([Course and Subject Policy / Document / CSU Policy Library](#))
- Charles Sturt University, Course And Subject Life Cycle Procedure, 2022 ([Course and Subject Life Cycle Procedure / Document / CSU Policy Library](#))
- Charles Sturt University, Course And Subject Delivery and Management Procedure, 2022 ([Course and Subject Delivery and Management Procedure / Document / CSU Policy Library](#))
- Macquarie University, Course of Study Suspension and Discontinuation Policy, 2021 ([Course of Study Suspension and Discontinuation Policy / Document / Policy Central \(mq.edu.au\)](#))

- Swinburne University, Courses and Awards Policy, 2020 ([Courses and Awards Policy | Policies | Swinburne](#))
- University of Southern Queensland, Program Change, Suspension and Discontinuation Procedure, 2023 ([Program Change, Suspension and Discontinuation Procedure - University of Southern Queensland \(usq.edu.au\)](#))
- Victoria University, Courses Lifecycle - Course Cessation And Student Transition (HE) Procedure, 2017 ([Courses Lifecycle - Course Cessation and Student Transition \(HE\) Procedure / Document / Victoria University Policy Library \(vu.edu.au\)](#))
- TEQSA, Withdrawing a course/teach out, 2022 ([Withdrawing a course/teachout | Tertiary Education Quality and Standards Agency \(teqsa.gov.au\)](#))

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	December 2013	Initial Issue	AB
2.0	August 2018	Internal Review	AB
3.0	September 2023	Internal Review	AB
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 (Cth) Education Services for Overseas Students Act (ESOS) 2000 (Cth) Education Services for Overseas Students Regulations 2019 (Cth) The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)		

Note:

AB = Academic Board