

COURSE DISCONTINUATION, TERMINATION AND TEACH OUT PROCEDURE

Approving authority	Executive Management Team
Purpose	These procedures outline the processes to be followed for discontinuation and teach out of a course or subject
Responsible Officer	President and CEO
Next scheduled review	August 2026
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Business Continuity Policy Course Discontinuation, Termination and Teach out Policy 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 procedure 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.

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. PROCEDURE

Decision to Suspend a course

- 4.1 A decision to suspend a course may be required due to lack of student demand, a staffing or other business issue that prevents delivery of the course or unit of study for a trimester or a further period.
- 4.2 The Executive Management Team will approve the suspension of a course or unit of study.
- 4.3 Suspensions of this nature will be addressed as set out in the ***Deferring, Suspending or Cancelling a Student’s Enrolment Policy and Procedure.***
- 4.4 Courses that are suspended will not accept new enrolments and will not be listed on the Institute website but continue to be taught to existing students (if any) without interruption.

Decision to Discontinue a course

Institute initiated decision

- 4.5 Discontinuing a course may commence via three processes:
 - As part of the proposed accreditation of a new accredited course which will result in the replacement of an existing course.
 - As part of business management, monitoring review and improvement processes
- 4.6 Discontinuation of a course is a major change and requires a business case. A report will be prepared by the President and CEO , in consultation with the Academic Dean and other key staff, that considers:
 - reason/s (academic, strategic and financial) for the discontinuation;
 - whether there is a replacement course proposed;
 - the impact on and strategies to address:

- continuing students,
 - international applicants,
 - graduates of the course; and
 - internal and external articulation arrangements.
- 4.7 The Executive Management Team will consider the report and supporting evidence before deciding whether or not to recommend that the Institute discontinue the course.
- 4.8 The Executive Management team will prepare and submit a report to the Academic Board that sets out the reasons for the recommendation and the actions the Institute will take if the decision is approved. Recommendations of this nature will be made after 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.
- 4.9 The Academic Board will review and make a decision whether or not the Institute should discontinue the course.
- 4.10 The President and CEO will notify TEQSA within 14 days of the decision that:
- The Institute does not intend to renew the accreditation of a course of study, and there will be no students enrolled at the due date for renewal of course accreditation as they will have completed or transitioned out.
 - The Institute does not intend to continue delivering a course of study, however there will be students enrolled past the current course accreditation renewal date, that will either complete or transition out during a teach out period.
 - If the course is due for accreditation, the Institute will apply for the accreditation of the course to be renewed, noting that it is being taught out.
 - The teach out arrangements may include students enrolled in a course that the Institute plans to replace with a new course which students will transition in to subject to a TEQSA decision to accredit the new course.
- 4.11 Irrespective of the Institute's reason/s for the decision to discontinue a course, and place students into transition and teach-out mode, students will 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.
- 4.12 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.

Regulatory decision

- 4.13 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.

4.14 The President and CEO will have responsibility for implementing the TEQSA decisions, directions and working to TEQSA timelines.

4.15 The Academic Board and Governing Board will oversee the Institute's implementation of the TEQSA decision.

Transition and Teach out plan

4.16 The Academic Dean will prepare transition and teach out plan that:

- sets out the process by which the discontinued course will be ceased
- identifies all students currently enrolled in the course or major, their completed credit points, and their credit point levels.
- documents the academic support that will be provided for students.
- provides 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.
- specifies the anticipated timeline of activities, including the effective date of the termination of the course;
- includes 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;
- Identify all cohorts for whom individual transition arrangements are required, including international students and pending students who have been made offers of admission via pathway or package arrangements.

4.17 Only students who are enrolled in the course or on an approved leave of absence at the time of the approval are included in the teach out or course transition plan.

4.18 Where the Institute is unable to continue teaching an accredited course, and students remain enrolled in it, the President and CEO will endeavour to negotiate a credit arrangement with a similar course at another institution.

4.19 The Academic Dean is responsible for ensuring that course resourcing, course outcomes and overall service and support to students is not reduced as part of the teach out process.

Admissions

4.20 The Admissions team will suspend the admission intake into a course when notified that:

- a course is to be discontinued, and the approval is yet to be finalised, or
- a course is to be discontinued and is in teach out; or
- the Institute wishes to maintain the course as active for offering at a later stage, but not allow new student admissions for a specific period.

4.21 The Admissions team will advise any students who have been offered a place in a discontinued course that the course will no longer be on offer.

Individual student statement

- 4.22 The Student Experience team will provide all students affected by the decision to discontinue a course with a written statement that
- provides an identification of units that the student needs to complete to graduate from a discontinued course.
 - informs students about the need to discontinue the course and arrangements for either teach-out or transfer to a different course or course offering (including students who have deferred their enrolment), and
 - provides reasonable timeframe in which to complete the course if they are provided with an option to not transfer to a different course or course offering.
- 4.23 Students who do not complete their studies within the prescribed timeline for teach-out will have their enrolment discontinued and will be supplied with a transcript recording the extent of their studies and the reason for their discontinuation.

Contingency Arrangements

- 4.24 The ***Business Continuity Policy*** sets out transition contingency arrangements in the event that any course provided by the Institute is discontinued, particularly identifying the availability and accessibility of similar courses.
- 4.25 The President and CEO is responsible for identifying, approving and maintaining contingency arrangements and agreements.

5. QUALITY ASSURANCE

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

- 5.1 internally approved by the Executive Management Team on development or review
- 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 procedure is welcomed by the listed Responsible officers of the Institute

7. ACKNOWLEDGEMENT

This procedure 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
2.0	June 2018	Initial issue	EMT
3.0	August 2023	Internal Review	EMT
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:

EMT = Executive Management team

Course Discontinuation, Termination and Teach Out Flowchart

