Course Discontinuation Procedure

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Approved by	Stanley College Academic Board
Authorised Officer	Dean, Higher Education
Supporting documents, procedures and forms of this procedure	Course Discontinuation Policy Refund Policy and Procedure Statement of Tuition Assurance
Related Legislation	Education Services for Overseas Students (ESOS) Act 2000 Higher Education Standards Framework 2015, Part A: Standard 6.2.1Ii) National Code 2018, Standard 6 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Audience	Public

1. PROCEDURE

1.1. Courses at Stanley College can be discontinued for two reasons:
   a. A decision made by Stanley College's Academic Board; or
   b. A decision made by TEQSA.

Discontinuation of Courses

1.2. If the decision is made to discontinue a course, Stanley College will:
   a. Identify the number of enrolled and accepted students in the course; and
   b. Submit a comprehensive teach-out plan to the Academic Board for approval where there are enrolled or accepted students within the course.

1.3. The comprehensive teach-out plan will be completed by the Dean, Higher Education and will identify:
   a. The units that will be offered over the period of teach-out;
   b. Whether there is an alternative, accredited course for students to transition into;
   c. How the integrity of the course will be maintained and its objectives met during the teach-out phase;
   d. The implications for student progress in the academic program;
   e. A teach-out timetable, with a maximum period of four years.

1.4. Once the decision has been made to discontinue the course, all staff will be immediately notified to ensure that no new students are enrolled or accepted into the course.

1.5. Where the number of students makes it non-viable for Stanley College faculty members to deliver units, special arrangements may be made for completion. These must be approved by the Academic Board.

Notification to Students

1.6. All students enrolled or accepted in a course that is to be discontinued must be notified of:
   a. The plans for discontinuation;
   b. The expected timeframe for the discontinuation; and
   c. Details surrounding the course transition available or the changes to their study.

1.7. Students must be notified as early as possible before the normal time for enrolment.

1.8. Within this notification, students will be offered counselling to review their options for course completion.

Student Transition

1.9. The teach-out plan referenced in item 1.3 will detail the appropriate transition arrangements for students enrolled or accepted within the course.

1.10. Enrolled or accepted students will be provided with an option to transition to a mutually agreed course at no disadvantage to the student.

1.11. For student transitions into a new course, the student will be issued a *Letter of Offer* for the new course, and will be required to formally accept the offer in writing (as per the *Admissions Policy and Procedure*).

Legislative Requirements for Discontinued Courses

1.12. If Stanley College discontinues a course and implements 'teach-out' phase where the course accreditation is due to expire, Stanley College must re-accredit the course until all students have either completed the course or transitioned out of the course. Renewal of accreditation in teach-out mode cannot exceed two years.

1.13. Discontinued courses in teach-out are required to meet the *Higher Education Standards Framework (Threshold Standards) 2015*. The teach-out re-accreditation process requires that providers have appropriate provisions in place to ensure course resourcing, course outcomes and overall service and support to students is not reduced as part of any teach-out process.

Student Progress

1.14. Students enrolled in discontinued courses are subject to the normal course duration and progress rules for the course.

1.15. Students who are enrolled in a course which is subsequently discontinued and who make satisfactory progress will be able to complete that course, including all core units and any requirements necessary for professional accreditation.

1.16. Students who are on approved deferment from a course that is to be discontinued will be able to return to complete the course, provided they re-enrol no later than the end of the period of approved deferment. Any deferment approved after the discontinuation process has commenced should be negotiated with the student on the basis that a return to the course in which the student was enrolled may not be possible.