

Course Discontinuation Policy

1. Purpose and Scope

This policy provides a framework for courses that are proposed to be discontinued, to ensure that appropriate teach out plans are in place and that students are not unduly disadvantaged.

This policy applies to all members of the Conservatory's higher education community.

2. Objectives

The Conservatory recognises that from time to time courses may become unviable or other external factors such as government or industry decisions may cause the Conservatory to decide to no longer offer the course.

The Conservatory will ensure that:

- Decisions on discontinuance are made taking into account all factors, including the impact on students
- Students are notified promptly of decisions to discontinue courses or units
- Study options are provided to enable students to complete their course

3. Implementation

All levels of governance will ensure that viability modelling has occurred and all background information obtained to determine whether a course or unit should be discontinued. The Director of Higher Education is responsible for implementing this policy.

4. Procedure

4.1. Decision Options

The Director of Higher Education and Managing Director will consider all information before arriving at a recommendation to discontinue a course or unit. External factors should be taken into account, such as government or industry influences.

A recommendation should be made to either discontinue the course or review and amend the course substantially. Options for students should be taken into account at this time, and should include searching for alternative providers with comparable courses. Discussions should be held with potential alternative providers to determine their capacity to enrol students if required. If the recommendation is to discontinue the course, a Course Discontinuation Proposal and Plan should be prepared and submitted to the Board of Studies in the first instance, and then sent through the governance structure for approval. Course discontinuation requires Governance Board approval, however unit discontinuation only requires approval by the Academic Board. Refer to the Impact from Discontinuance section in the Course Review Policy for further details.

Options to be considered may include:

- Preparing a Course Completion Plan for students to complete the course within the current accreditation period
- Applying to TEQSA for teach out accreditation
- Offering students another course at the Conservatory

- Referring students to another higher education provider or university to complete a comparable qualification
- Enacting the ACPET ASTAS scheme

4.2. Student Notification

Once a decision has been made and approved by the Governance Board, students should be notified as soon as possible about the course discontinuation. The notification should include:

- Final course completion dates and teach out period
- Transition arrangements or amendments to students' study schedules
- Study options available to students
- Student support options and advice

Students will be invited to an information session and then individual meetings arranged, where relevant, to assist students with options and amended study plans. Students will be required to respond to the options in writing, and agree upon an individual plan where relevant.

4.3. Complaints and Appeals

If a student is not satisfied with a decision or the handling of the process in this policy, he/she may seek an appeal as outlined in the Student Grievance Policy.

5. Definitions

Course: A single course leading to an Australian higher education award.

Unit: A unit is a discrete unit of study, where a combination of units make up a course of study.

Teach-Out Period: the period of time during which currently enrolled students may be allowed to complete all course requirements including assessment and qualification issuance in a discontinued course.

6. Related Documents

The following policies and procedures are related to this policy:

- Assessment, Moderation and Progress Policy
- Course Review Policy
- Credit and RPL Policy
- Student Support Policy
- Student Grievance Policy
- TEQSA Material Change Notification Policy

7. Review

Three years from commencement.

8. Accountabilities

The Governance Board is responsible for review and approval of this policy, with input from the Academic Board.

The policy is to be implemented via induction and training of staff and distribution to students and the Institute's higher education community via the website and other publications.

9. Revision History

Approval authority	Contact person	Revision due date	Revision date	Approved date	Version no.	Revision description
Academic Board	Chair	31/03/20		9/6/17	1	New document
