

Course Discontinuance Policy

Purpose

To promote and maintain high quality academic programs, the college may over time develop new courses of study and/or discontinue existing courses. The Academic Board may recommend to the Corporate Board a course of study be discontinued for educational, strategic, resourcing or budgetary reasons, or a combination of these factors. The purpose of this policy is to provide a framework for the decision to terminate a course of study at Collarts.

Scope

This policy applies to all courses of study, faculties and academic units at Collarts.

Definition of Key Terms

Course Discontinuance means the formal termination of a course of study by the Corporate Board for educational, strategic, resourcing or budgetary reasons.

Policy

Recommending Program Discontinuance

A recommendation to discontinue a course may be made by the Dean in consultation with the Head of Faculty and the Managing Director. A recommendation for discontinuance will be forwarded to the Academic Board for their consideration and endorsement.

A recommendation should include sufficient data to support the recommendation and may include, but not be limited to:

- Student enrolment data (Head Count and EFTSL) in the course of study and completion rates for the preceding three years.
- A list of currently enrolled students – domestic and international students - including information related to their commencement date and mapping their anticipated completion date.
- A list of acceptances for future intakes – domestic and international students who are yet to commence - including information related to their commencement date and mapping their anticipated completion date.
- Copies of recent evaluations of the program including student evaluation surveys, formal scheduled course review, course advisory panels and external consultation, and regulatory bodies
- A resource specification showing the current and future resources required to sustain the course of study including teaching resources, facilities and equipment, enrolments etc
- Advice outlining the impact on current students if the program is discontinued and a plan for teach out
- Any related staff implications as a result of the course being discontinued.

The Academic Board will either endorse or reject the recommendation or may request further information from the Dean. The Academic Board will submit their recommendation to the Corporate Board within a maximum period of thirty days from the date the initial recommendation was made.

Teach Out Period

Where it is agreed that a course of study will be discontinued there will be a teach out period. The timeframe for teaching out a course of study will be based on the time required for currently enrolled students to complete their course of study.

New students will not be enrolled in the discontinued course during the teach-out period. Students who have deferred or taken a leave of absence may be allowed to reenrol provided they can complete the course of study during the proposed teach out period.

Any students who elect to transfer to an equivalent course will be issued with new Letters of Offer formally offering the student a place in the new course and confirming the course of enrolment, duration and qualification; campus location; course-related fees and identify policies associated with the protection of their rights as a consumer.

Where the program has a CRICOS code, and the transition plan involves teaching out currently enrolled students, the CRICOS code is suspended for the remainder of the teach-out period. Any replacement program must be CRICOS registered prior to international students being offered a place.

Courses in teach-out will continue to meet all associated regulatory requirements and standards. The relevant regulators will be advised of the teach-out plan for the discontinued course to ensure the National Register and CRICOS Registers are updated promptly to ensure that in marketing courses, prospective students have accurate information.

In the unlikely event that Collarts is unable to teach out a discontinued program, the College will follow the procedure as outlined in the *Tuition Refund Policies*.

Notification to Staff

Once a decision to discontinue has been made, affected staff members will be notified by their relevant line manager. Any termination of staff will be in accordance with the employment contract and relevant legislation. Reasonable efforts will be made to find another suitable position for the staff member within other faculties at Collarts.

Notification to Students

Before discontinuing a course of study, every reasonable effort will be made to enable currently enrolled students to complete the requirements of their award at Collarts. The Dean will notify each enrolled student of the discontinuance of their course of study and provide the following information:

1. The remaining units they have to complete the course
2. The date by which the remaining units must be completed in order to receive their enrolled award.
3. The length of time over which the course will be phased out.
4. The availability of other suitable courses at Collarts to which the student may wish to transfer.

Implications for International Students

In the unlikely event that Collarts is unable to teach out the discontinued program and provide the student's course in full in the circumstances set out in section 27(1) of the ESOS Act 2000, an international student is eligible for a refund of the unused portion of prepaid tuition fees in accordance with the college *Tuition Refund Policy for International Students*.

The student may also be offered enrolment in an alternative CRICOS registered course by Collarts at no extra cost. The student has the right to choose whether they prefer a refund of the unused portion of prepaid tuition fees, or to accept a place in another course. If the student chooses placement in an alternative course with Collarts, the student will be issued with a new International Student Letter of Offer.

For more information on the process for tuition fee refunds and reporting provider default, please refer to the *Tuition Refund Policy for International Students* which can be accessed via the MyCollarts Student Portal.

Further Information

Author:	Quality & Compliance Manager	Policy owner:	Dean
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