

Course Discontinuation Policy - Higher Education

Policy Code: ACA-028 **Version:** 6.0 **Effective Date:** 8 July 2019

Purpose:

To ensure that when an accredited course will no longer be delivered by the College, appropriate arrangements are made to notify students and provide them with study options to complete their award.

Definition of “College” – *In the higher education sector, the Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective names.*

Scope:

- All campuses (including online)
- All higher education students
- All higher education courses
- All academic staff (including sessional)
- All student services staff

Policy Statement:

This policy outlines the circumstances by which it may be determined that a course will no longer be delivered by the College. This may occur if a course is deemed by the College to be no longer viable, or by other external factors such as government or industry decisions.

In these circumstances, the College has a commitment to the educational interests and welfare of its students, and will provide timely and considered advice to students on how it will impact the study options available to them. When this policy is implemented, any prior policies related to course duration will be superseded.

Decision to Discontinue

Viability

A course may be deemed no longer viable in accordance with the [Course and Subject Viability Policy - Higher Education](#). In these instances, College Council must approve the decision to discontinue the course along with a [Course and Training Package Discontinuation Plan](#). The [Course and Training Package Discontinuation Plan](#) will outline the details of the course to be discontinued along with the rationale and options for enrolled students. The options will be one or more of the following:

- Cancel the course immediately and enact the provisions of Tuition Assurance (under Independent Tertiary Education Council Australia (ITECA));
- Apply to TEQSA for 'teach out' arrangements;
- Facilitate the completion of the students' course within the accreditation period;
- Transfer students to another course delivered by the College;
- Refer students to another institution for completion of a comparable award.

Government Influence

In situations where government deems that a course should be discontinued, the decision to discontinue will be imposed on the College by the relevant Government Authority. College Council will be advised of this decision and will need to approve a [Course and Training Package Discontinuation Plan](#).

Industry Influence

In situations where industry (including professional associations) makes decisions that impact significantly upon the professional outcomes for the course, the College may be in a position where it is either not viable or in the best interests of students for the course to continue. In these instances, College Council must approve the decision to discontinue the course along with a [Course and Training Package Discontinuation Plan](#).

Notification to Students

At the soonest possible date after a decision is made, all currently enrolled students must be notified of:

- The plans for discontinuation and the end date for the course
- The expected final study period for delivery of the course
- The expected course progression arrangements
- Any planned changes in the overall study options available to them.

It is expected that the College will make available individual course counselling for

those students who need advice on their specific completion pathway / study plan.

Students will be required to approve their agreed individual study plan. Any variations to the arrangements above during the teach-out period will be communicated to students in a timely fashion and adjustments to study plans will be made as appropriate.

Students enrolled in discontinued courses are subject to the normal course progression and graduation policies of the College.

Related Procedures:

Course Discontinuation Procedure – Higher Education

Definitions:

Course – an accredited qualification with an approved sequence of subjects for academic study known as the course structure.

Currently Enrolled Student – a student who is enrolled in the particular course at the College on the date that the discontinuation decision is made. Does not include students who have varied their enrolment to move into another course or who have been withdrawn from the course, but does include students who are currently deferred / intermitted from the course.

Student – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

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.

Further Information:

Related Policies: [Course and Subject Viability Policy - Higher Education](#)

Benchmarking: University of Melbourne
University of Queensland

**Supporting Research
and Analysis:** N/A

Related Documents: [Course and Training Package Discontinuation Plan \(Form\)](#)

Related Legislation: [Tertiary Education Quality and Standards Agency Act 2011
\(Cth\)](#)

Guidelines: N/A

Policy Author:	National HE Compliance Manager
Policy Owner:	Director of Education
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Approval Body:	Executive Director, Higher Education Meeting date: 26 June 2017
Policy Status:	Revised
Responsibilities for Implementation:	<ul style="list-style-type: none"> • Chief Executive Officer • Director, Student Services and Retention • Director of Education • Dean and Director of Operations • Heads of Department / Associate Heads of Department / Course Coordinators • National Quality, Governance and Compliance Manager
Key Stakeholders:	<ul style="list-style-type: none"> • College Council • Chief Executive Officer • Director, Student Services and Retention • Director of Education • Dean and Director of Operations • Heads of Department / Associate Heads of Department / Course Coordinators • National Quality, Governance and Compliance Manager • Office of Student Records • Students