



Course Discontinuation Policy

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Policy owner	Executive Dean
Responsible Officer	Executive Dean
Approving authority	Academic Board
Contact Officer	Registrar
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Related Documents	Course Discontinuation Procedure

1. Purpose

This Policy is designed to address the responsibilities of the Australian Institute of Higher Education Pty Ltd ('the Institute') to its students in the event of course discontinuation.

2. Principles

The key principle informing this Policy aligns with **Provider Course Accreditation Standard 6.2**, which requires that when a higher education provider discontinues a course of study, there are effective teach out or course transition plans for all students enrolled in the course of study to ensure that these students are not disadvantaged.

3. Context

This Policy has been developed in accordance with **Provider Course Accreditation Standard 6.2**.

4. Scope

The Policy applies throughout the Institute to all staff who have oversight for course discontinuation.

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy Details

Details concerning teach out or transition processes are included in the associated ***Course Discontinuation Procedure***.

The Institute has the power to discontinue or terminate a course through consultation with staff and students where:

- a) the course is no longer viable, and the Institute does not consider that the course is of strategic importance warranting its retention; or
- b) the course is to be replaced by another course, and that replacement has been approved.

7. Legislation

This Policy and the associated Procedure comply with Higher Education Standards Framework standard 6.2 (Corporate Monitoring and Accountability), which states:

“1. The provider is able to demonstrate, and the corporate governing body assures itself, that the provider is operating effectively and sustainably, including:

- i. there are credible business continuity plans and adequately resourced financial and tuition safeguards to mitigate disadvantage to students who are unable to progress in a course of study due to unexpected changes to the higher education provider’s operations, including if the provider is unable to provide a course of study, ceases to operate as a provider, loses professional accreditation for a course of study or is otherwise not able to offer a course of study.”

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at February 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under ‘Policies and Procedures’.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-2	Registrar	Updated template.	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Restructured document; added table at beginning	22 February 2017	6 March 2017