



## Course Discontinuation Procedure

Policy supported	Course Discontinuation Policy
Procedure Code	ACA-HE-14
Procedure owner	Executive Dean
Responsible Officer	Executive Dean
Approving authority	Executive Dean
Contact Officer	Registrar
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Review date	3 years
Version	2017.1
Related Documents	

### 1. Purpose

The purpose of this Procedure is to outline the protocols associated with the **Course Discontinuation Policy**, the intent of which is to ensure no student is disadvantaged in the event that a course of the Australian Institute of Higher Education Pty Ltd ('the Institute') is discontinued.

### 2. Scope

This procedure applies to all staff across the Institute who have oversight for course discontinuation, wherever a course is to be discontinued.

### 3. Definitions

See the **AIH Glossary of Terms** for definitions.

### 4. Actions and Responsibilities

When a decision is taken to discontinue a course of study the following Procedure will be implemented:

- The Executive Dean will liaise with the Registrar and/or the relevant Course Coordinator/Program Director on all issues to be taken into account in the development of a teach-out plan. The teach-out plan will include the content of written communication to students; honouring any contractual obligations associated with the course of study; addressing student load issues involved in the teach-out strategy; and offering valid transition pathways to other courses of study.
- After consulting with the Registrar and/or the relevant Course Coordinator/Program Director, the Executive Dean or delegate will prepare a teach-out plan that addresses the needs of all cohorts of students currently undertaking the course that is to be discontinued for submission to the Academic Board for approval.
- The Executive Dean advises the Registrar, Student Services Manager, Marketing and the Head of Admissions that the course is to be discontinued, and the date of final intake.

- The Executive Dean or delegate develops a communication plan in liaison with each Course Coordinator and/or Program Director to advise current students (or prospective students with offers for subsequent intake periods) that the course will no longer be offered, including information about alternative course options available. The Executive Dean liaises with the Head of Admissions and Marketing as appropriate.
- The Executive Dean or delegate will liaise with Library, Information Technology (IT) and Student Support staff regarding any changes to service delivery associated with the teach-out arrangements and the provision of specialised support services for affected students.
- The Executive Dean or delegate will write to all affected students explaining the teach-out arrangements and detailing all available options for students, including the option to transition to another course. The Executive Dean or delegate will hold scheduled meetings with students to explain teach-out processes and to address any concerns. A contact person will be nominated to deal with student enquiries about teach-out processes.
- The Executive Dean is responsible for approving publication of information on the Institute’s website regarding teach-out arrangements.
- The Course Coordinators and/or Program Director are responsible for ensuring that the various cohorts of students are streamed into particular units of study, thus making class sizes as viable as possible and to minimise unit of study offerings. The Course Coordinators and/or Program Director must ensure that unit offerings meet the needs of affected students.
- The Executive Dean or delegate is responsible for preparing and supplying individual plans for all students to assist in mapping their progression to completion within the designated teach-out period.
- The Executive Dean is responsible for providing regular reports on the teach-out strategy for the discontinued course of study to the Academic Board.

## 5. Version Control

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

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