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# Course Discontinuation Policy - Higher Education

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**Policy Code:** ACA-028    **Version:** 5.0    **Effective Date:** 27 June 2017

## 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, ACPE Limited trades as The Australian College of Physical Education (ACPE); the Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Wellnation; Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to ‘College’ or ‘the Colleges’ should be considered a reference to each or any of these respective entities or trading names.*

## Scope:

- All campuses (including online)
- All higher education students
- All higher education courses
- All academic staff (including contractors)
- 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 When this policy is implemented, any prior policies related to course duration will be superseded.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 Viability Policy – Higher Education](#). In these instances, the peak academic governing body of the relevant College (Academic Board or College Council) must approve the decision to discontinue the course along with a [Course Discontinuation Plan](#). The 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 ACPET or Tafe Directors Australia);
- 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. Academic Board / College Council will be advised of this decision and will need to approve a [Course 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, the Academic Board / College Council must approve the decision to discontinue the course along with a [Course 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 semester 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 & Subject Viability Policy - HE](#)

**Benchmarking:** University of Melbourne, University of Queensland

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

**Related Documents:** [Course Discontinuation Plan](#)

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

**Guidelines:** N/A

<b>Policy Author:</b>	National HE Compliance Manager
<b>Policy Owner:</b>	Directors of Education
<b>Contact:</b>	Directors of Education
<b>Approval Body:</b>	Executive Director, Higher Education Approval date: 26 June 2017
<b>Policy Status:</b>	Fully harmonised
<b>Responsibilities for Implementation:</b>	<ul style="list-style-type: none"> <li>• Executive Director, Higher Education</li> <li>• Directors of Education</li> <li>• Director, Student Services and Retention</li> <li>• National HE Compliance Manager</li> <li>• Heads of Department</li> </ul>
<b>Key Stakeholders:</b>	<ul style="list-style-type: none"> <li>• Executive Director, Higher Education</li> <li>• Directors of Education</li> <li>• Director, Student Services and Retention</li> <li>• National HE Compliance Manager</li> <li>• Academic Boards / College Council</li> <li>• Heads of Department</li> <li>• Students</li> </ul>
<b>Date for next review</b>	June 2019