

COURSE DISCONTINUATION AND TEACH OUT POLICY

Section 1 - Purpose and Scope

Purpose

- (1) This Policy sets out the key principles when the College seeks to discontinue a course and how affected students will be protected.

Scope

- (2) This Policy applies to all accredited graduate and undergraduate courses offered by ACPE and all staff, contractors, internal and external stakeholders and students.

Section 2 – Definitions

- (3) In this Policy:
 - (a) **an accredited course** means a course that has been accredited by the Tertiary Education Quality and Standards Agency (TEQSA).
 - (b) **teach out** means A situation where no new students can be enrolled in a course of study and arrangements are in place to ensure that all existing enrolled students can either complete the course of study or transition to a mutually agreed course either internal or external to ACPE.
 - (c) **transition** means The state of moving from one course or educational experience to another.

Section 3 – Policy Statement

Principles

- (4) A decision to discontinue a course may be prompted by one or more of the following factors:
 - a. The course is no longer viable, and ACPE does not consider that the course is of strategic importance warranting its retention;
 - b. Interim monitoring and risk mitigation strategies have failed to improve educational outcomes; or
 - c. A decision or direction by TEQSA .
- (5) The endorsement of the Academic Board will be sought prior to seeking the approval of the Board of Directors to discontinue a course. The Academic Board will provide guidance and may make recommendations to ensure that academic standards are maintained during the decision process and teach out period.

- (6) The effect of a decision to terminate a course of study is that:
- no new students are admitted to the course of study beyond a specified date; and
 - appropriate transition arrangements are put in place for all students enrolled in the course of study at the specified date.
- (7) Accredited courses in teach out mode must maintain TEQSA accreditation until all students have either completed the course or transitioned out of it. Where a course's accreditation is due to expire but it will still be required in teach out mode, the College is required to seek accreditation until all students have completed the course or have transitioned out. Based on TEQSA policy, accreditation renewal for a course in teach out mode cannot exceed two years.
- (8) ACPE will fully comply with requirements of the Tuition Protection Scheme and ensure that students can either complete their studies in another course or with another provider or receive a refund of their unspent tuition fees.
- (9) An application and/or decision to discontinue an accredited course must be supported by a Teach Out Plan and a Communication Plan as set out in the Course Discontinuation and Teach Out Procedure.
- (10) The College recognizes the potential impact that discontinuing a course may have on enrolled students and will seek to minimise that impact where feasible. This may include assisting students to complete the course without compromising course quality or, if appropriate, assisting the transition of enrolled students to another relevant course offered by the College or another provider.

Section 4 - Procedure

- See the Course Discontinuation and Teach Out Procedure

Related documents

This Policy should be read in conjunction with but is not limited to:

- Course Discontinuation and Teach Out Procedure
- Course Design, Development and Review Policy
- Course Monitoring and Review Procedure
- Tuition Assurance (statement available on ACPE website)

Legislation

- Australian Qualifications Framework
- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

Document Administration

Policy Name	Course Discontinuation and Teach Out Policy
Policy Owner	CEO
Approval Authority	Academic Board
Approval Date	27 June 2024
Effective Date	As at Approval Date
Next Review #	Three years from the Approval Date
Amendment history	
Version 1:	Policy developed and implemented. Adapted from harmonised policy and Course and Subject Viability Policy. Procedure separated from Policy.

Unless otherwise indicated, this Policy will still apply beyond the Review date