



Course Termination/ Discontinuation Policy

1. PURPOSE

- 1.1. To create the method by which North Metropolitan TAFE (the college) can discontinue or terminate courses.

2. APPLICATION

- 2.1. This policy applies to all Higher Education courses taught at the college.

3. EXCEPTIONS

4. DEFINITIONS

- 4.1. *Discontinue/terminate*: The ceasing of a course.

5. POLICY STATEMENT

- 5.1. The college has the power to discontinue or terminate a course or major through consultation with staff and students where:
 - a) It is no longer viable, and the college does not consider that the course or major is of strategic importance warranting its retention; or
 - b) It is to be replaced by another course or major, and that replacement has been approved.
- 5.2. Where a course or major is terminated or discontinued, the college must ensure and guarantee that it will not significantly hinder a student's learning or progression in their education.
- 5.3. When terminating or discontinuing a course or major, the procedure must be followed for the termination or discontinuance to be effective.

6. PRINCIPLES

- 6.1. Ensure that courses or majors which are terminated or discontinued are done equitably for students and in the best interests of the college.

7. RELATED DOCUMENTS

- 7.1. *Course Termination/Discontinuation Procedure*

8. OWNERSHIP and CONTACTS

Policy Owner	General Manager Training Services 1
Contact	Manager of Higher Education
	Phone: 9202 4792
	Email: susan.jacobs@nmtafe.wa.edu.au
Approval Authority	Academic Board
Review Date	Maximum 3 years following approval

9. REVISION HISTORY

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	
4.0	Approved	19 August 2016	HE Standing Committee	Updated to reflect new entity structure