



Course Termination/Discontinuation Procedure

1. POLICY AGREEMENT SUPPORTED

Course Termination/Discontinuation Policy

2. PROCEDURAL DETAILS

2.1 Review of Course or Major with a view to its discontinuance

Members of College Executive, or Portfolio Director can instigate a review of a course or major for which they are responsible, to be undertaken by the Higher Education Standing Committee.

2.2 Role of the Higher Education Standing Committee

- 2.2.1 Review the course/major and consider the reasons it has been proposed to discontinue the course/major;
- 2.2.2 Receive recommendations for discontinuance, consider the rationale provided, and to either endorse the recommendation or to refer the recommendation back to the responsible officer for reconsideration and possible resubmission;
- 2.2.3 Consider the staffing implications of a proposed discontinuance, and to advise the responsible person there of;
- 2.2.4 Make recommendations to the relevant Committee(s) and the Executive Director of the Division

2.3 Communication with Students Currently Enrolled

- 2.3.1 Each student who is enrolled in a course or major that is under review for discontinuance by the Higher Education Standing Committee must be advised by the college.
- 2.3.2 Each student who is currently enrolled in a course or major that has been approved for discontinuance must be advised in writing of the college's decision. This advice should be provided as soon as practicable after the decision has been made.
- 2.3.3 If a replacement course or major is available, each student enrolled in the course or major to be discontinued shall be given the option to transfer to another suitable course or major without significant disadvantage.
- 2.3.4 Students who choose not to transfer to a replacement course or major shall be given reasonable opportunity to complete, within the Phasing Out period, the course or major in which they originally enrolled.
- 2.3.5 Where a student is on an approved leave of absence, they will receive the same advice from the college. The student shall be provided with the same opportunities as students who were enrolled at the time of the college's decision.

2.3.6 Communication with students regarding length of time to complete Course or Major

2.3.6.1 The length of time that the student has to complete the course or major being discontinued shall be determined by the Head of Programs, in consultation with the Course Coordinator, who will consider:

- (a) The remaining units required to complete the course;
- (b) Whether the student is enrolled on a full time or part-time basis;
- (c) The length of the Phasing Out period.

2.3.6.2 Each student shall be advised, in writing, of the length of time which they have to complete the discontinued course or major.

2.3.6.3 The college retains limited discretion to extend the period in which students must complete a course which is in the Phasing Out period. A student will be advised in writing of any extension of time that has been granted.

2.3.6.4 Any extension of time granted to a student to complete a course that is being discontinued is subject to the time limits provided by other college or course requirements.

2.4 Communication with Staff

Each member of staff in the affected course or major must be advised by the Portfolio Director of the recommendation to discontinue and request feedback within the stated timeframe prior to going to the Higher Education Standing Committee.

2.5 Approval to Discontinue or Terminate

Upon considering the rationale provided by the Higher Education Standing Committee, the Academic Board will consider the recommendations and approve or reject them.

2.6 Stages of Discontinuance

Where it has been agreed to discontinue a course or major, the following two stage processes will occur:

2.6.1 Phasing Out: Maximum period shall be the normal duration of a full-time student or pro-rata for a part-time student. No new enrolments will be accepted during this phase. A re-enrolling student may enrol with the approval of the Portfolio Director, subject to the probability of the student completing the course or major within the timeframe.

2.6.2 Discontinued: The end of the Phasing Out period, provided no new students remain in the course or major.

2.7 The discontinuation of a minor or stream will remain the responsibility of the Portfolio.

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