



## COURSE CLOSURE POLICY

---

Authorised By:	President (CEO)	Revision: 2.6
Last Amendment Date:	Revision Date: 25 Sep 2023	
Review Due Date:	Next Review: 25 Nov 2025	
Related Documents	<a href="#">Higher Education Standards Framework 2015</a> <a href="#">The Academic Board</a>	
Responsible Officer:	Registrar	
Review:	Academic Quality Assurance Committee	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

---

### 1. Overview

Part A of the [Higher Education Standards Framework 2015](#) states:

*Safeguards to mitigate disadvantage to students encompass financial and tuition safeguards including sufficiently resourced contingency plans for teaching out the course of study or transition of affected students to an equivalent course of study and/or refund of tuition fees and other charges paid in advance for services not delivered, whether resourced directly by the higher education provider or through a tuition protection scheme.*

This policy outlines the principles and the process to be undertaken when a decision is made to discontinue a course of study and place the course into teach-out mode. This decision may be made by Tabor or may result from a decision by TEQSA.

This policy **does not** refer to circumstances such as the College ceasing to operate. In these circumstances the College will enact its tuition assurance scheme provisions consistent with Department for Education and Training and the Higher Education Standards Framework 2015 requirements.

### 2. Scope and Applications

This policy applies to all Higher Education courses offered by Tabor.

### 3. Policy Principles

- 3.1. As part of its ongoing due diligence, the College regularly reviews its course offerings taking into account the:
  - contribution of each course to the mission, vision, and values of the College;
  - strategic value of each course to the College's overall course profile;
  - the history of each course and its value to students, staff and stakeholders;
  - financial viability of the course with respect to current market conditions.
- 3.2. Course closure is seen as a significant event in the life of the College, and implications for the academic, pastoral and financial health of the College and its students are assessed with respect to any proposed course closure.
- 3.3. Course closure is proposed only after a significant review and formal and/or informal consultations as appropriate within the limits of privacy and commercial confidentiality. This process should typically include:
  - 3.3.1 an assessment of the financial viability of the course, undertaken by the Dean of Faculty in consultation with the COO
  - 3.3.2 a course review by the head of program / course coordinator and Dean which
    - i) evaluates the impact of the closure on current students (including deferred students) within the program
    - ii) evaluates the impact of the closure on external stakeholders
    - iii) evaluates the impact of the closure on the reputation of the college
    - v) identifies any specific risks associated with the closure of the course
    - iv) identifies possible alternatives to course closure (e.g., reaccreditation as a major within another course)
  - 3.3.3 an initial consultation between the Dean, head of program / course coordinator and College President to discuss the report, with a view to making an initial recommendation re. course continuance or closure. This should include consideration of the course's contribution to the strategic mission of the College.
- 3.4. If closure of a course is deemed appropriate, the Dean of Faculty to which the course belongs will prepare a Course Closure Proposal. The proposal should be prepared following the checklist set out in Appendix A and covers the College's requirements in four areas:
  - Rationale for closure
  - Consultation and communication process
  - A teach-out plan for the course and each student
  - Strategy for managing and monitoring the course closure

#### 4. Procedures

- 4.1. The Dean of Faculty in consultation with the Academic Director will utilise the Course Closure Proposal Checklist and develop a proposal for the discontinuation of a course which will include:
  - A rationale for the decision.
  - A communication plan for discontinuing the course.
  - A teach-out plan for the course, including if appropriate any transition arrangements that students may be offered.
  - A strategy for managing and monitoring the course closure.
- 4.2. The proposal will be forwarded to the Senior Executive, and when making decisions to discontinue and teach-out a course, the Senior Executive will consider:

- The discontinuation and teach-out proposal.
  - The legislative requirements.
  - Any teach-out requirements of regulatory authorities and/or professional bodies.
  - The teach-out requirements of any formal partnership agreements.
  - Any disadvantage to students.
- 4.3. Once approved by the Senior Executive the proposal and supporting documents will be submitted to the Board of Governors, along with the Senior Executive's recommendation.
- 4.4. Once endorsed by the Board of Governors;
- The President will notify the Dean of Faculty, the Academic Director and the Registrar of the decision.
  - The Academic Director will notify the relevant authorities, such as, a Material Change Notification to TEQSA, the Academic Board, and advice to professional bodies where applicable. A copy of the teach out plan will be included in the correspondence to TEQSA and the Academic Board.
  - The Dean of Faculty will implement the communication plan, teach-out plan and strategy for managing and monitoring the course closure.
  - The Registrar will notify DET.
- 4.5. Managing and Monitoring Courses in Teach Out
- [The Academic Board](#) has ultimate responsibility for monitoring the closure of courses from the perspective of academic quality and integrity, and may recommend changes to closure plans as required.
  - With support from the Academic Director, the Dean of Faculty takes overall responsibility for the management of the teach out of a course or suite of courses.
  - Quality assurance arrangements continue as normal for courses which are being taught out. The Academic Director will monitor the maintenance of academic standards and quality in learning opportunities afforded to students in the context of any teach out.
  - The closure of an active course will lead to the formulation of individual student teach out plans and related administrative arrangements designed to ensure students enrolled in the course at the time of closure have opportunity to complete the course. The Dean of Faculty will closely monitor the academic progress of students enrolled in a course that is being taught out, reporting to the Academic Director.
  - The Academic Director will report to the Academic Board and TEQSA at the end of each semester on the progress of individual students during the teach out period.
  - If, at any time during the teach out period it becomes obvious that any students will not be able to finish the course according to the agreed teach out plan, the Academic Director, after exploring available strategies for each student, will report this to the Academic Board as soon as possible. TEQSA must be informed whenever a satisfactory strategy cannot be identified for a student.
  - At the end of the teach-out period, the Academic Director will contact TEQSA to confirm that all student teach out plans have been fulfilled, and that the course in teach out will be closed at the agreed date.

5. **Definitions**

See [Global Definitions](#)

6. **Communication and Training**

- 6.1. The Academic Director will ensure that Faculty Deans and Senior Executive are aware of the provisions and procedures contained in the policy and will provide support and training in the application of the policy as required.

## Appendix A – Course Closure Proposal Checklist

The course closure checklist is to provide guidance to Faculty Deans in the development of the proposal for the discontinuation of a course that will be presented to the Senior Executive.

As a minimum, the following items should be assessed and detailed in the Course Closure Proposal:

### 1. Rationale for closure

- Anticipated impact of the closure on Tabor's strategy, mission, vision and values.
- Value of the course to students, staff and stakeholders.
- Budgetary impact of closing the course, this should include as a minimum; fees lost, potential redundancy costs, teach-out costs, marketing/promotion materials and website amendment costs, as well as details of any potential savings that may be made.
- Conditions contributing to the decision, and/or market factors negatively impacting on the financial viability of the course.
- Consultation undertaken with students, staff, other stakeholders and industry partners / representatives.
- Accreditation and/or compliance changes and the impact on workload.

### 2. Communication Plan

The communication plan should detail timelines for notification of the following:

- Material Change Notification to TEQSA, including details of other agencies to be notified, eg DESE, HEIMS, SATAC, industry partners, and any professional accreditation bodies such as TRB, PACFA, etc.
- Draft of the letter/email notifications to staff and students. The letter should include timelines for teach-out, clear statement that students not completing within the teach-out timeline will need to be transitioned to another course or provider, transition provisions should students indicate this as a preference or not complete their course within the teach-out period.
- Which enrolled and deferred students, and potential applicants need to be notified
- Person/s responsible for the various notifications.

### 3. Teach-out Plan

The teach out plan should include information on:

- Transition provisions to be negotiated and implemented should students seek or need to be transferred to another course.
- Timeline, and responsible officer, for activation of each of the following.
  - Transition provisions being negotiated and implemented
  - Amendments to advertising/marketing/promotional materials for the course.
  - Recruitment activities ceasing.
  - Enrolments ceasing.

- Timeline for completion of the teach-out of the course including:
  - Detailed schedule of subjects to be taught to allow current and deferred students to complete their course within the teach-out period.
  - Identification of any elements required for professional accreditation and how these will be achieved within the teach-out period.
- Strategies to be implemented should students fail a subject in the teach-out period.

#### 4. Strategy for Managing and Monitoring the course closure.

- Schedule for reporting to the Senior Executive, Academic Board and Board of Governors
- Details of what the report will include, such as:
  - individual teach out plans for each of the affected students, with regular updates detailing subject completions and subject fails,
  - identification of students being transitioned to another course,
  - summary of whether students are on track for completion within the teach-out period,
  - details of staff and/or student concerns raised and how these have been managed.
- Identification of updates/reports required for TEQSA and/or other agencies.