



Higher Education Course Discontinuation Policy

Effective Date: 2025.12.08

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1. Purpose

The purpose of this policy is to outline the approach of Alphacrucis University College (AC) to discontinuation of a course of study.

2. Scope

This policy applies to all Higher Education (HE) awards.

3. Definitions

For the purpose of this policy, the following definitions apply:

- 3.1. **Course of Study:** A sequence of learning that leads to the awarding of a qualification or part thereof, such as a degree, diploma, or certificate.
- 3.2. **Discontinuation:** The formal process of discontinuing/terminating a course of study, including the cessation of new enrolments and implementation of a teach-out plan for currently enrolled students.
- 3.3. **Teach-out Period:** The approved timeframe during which all currently enrolled students in a discontinued course of study are expected to complete the course, after which the qualification can no longer be awarded.
- 3.4. **Teach-out Plan:** A structured plan to allow currently enrolled students to complete a course of study that is being phased out. The plan ensures the maintenance of academic quality and compliance with regulatory requirements during the transition.

4. Policy Statement

4.1. Discontinuation of a Course of Study

- 4.1.1. Discontinuation of a course of study is only proposed after significant research, taking into account feedback from students, staff, market forces, regulatory and accreditation compliance and industry consultation, as appropriate within the limits of privacy and commercial confidentiality.

5. Roles and Responsibilities

The following roles and responsibilities apply in relation to this policy:

- 5.1. **Academic Board (AB):** AB holds ultimate responsibility for approving and monitoring the discontinuation of a course of study, particularly from the perspective of academic quality and integrity. AB is responsible for reviewing and endorsing proposals for course discontinuation; approving teach-out plans and any proposed changes during the teach-out phase; receiving regular reports from Heads of School on the progress and quality assurance of course discontinuation, and reporting the preceding to Council and Executive.
- 5.2. **Accreditation Committee:** Accreditation Committee is responsible for reviewing the rationale and proposal for course discontinuation, endorsing course discontinuation proposals for Academic Board consideration; communicating course discontinuation and teach-out plans, and meeting regulatory reporting obligations.
- 5.3. **Director of Quality and Standards (DQS):** The DQS is responsible for monitoring compliance with this policy and reporting on policy execution to the Accreditation Committee and Academic



Board; and ensuring alignment with relevant legislative and regulatory standards during course discontinuation and teach-out.

- 5.4. **Head of School (HoS):** HoS is responsible for supporting the Program Director in the management of the teach-out process; ensuring timely communication and coordination across academic units; and reporting regularly to Academic Board on the status and quality of courses in teach-out mode.
- 5.5. **Program Director (or equivalent):** Program Directors are responsible for leading the development and implementation of the operational closure and teach-out plans for a terminated course of study; coordinating transitional arrangements, student advising, and support plans; consulting regularly with students and staff during the teach-out period; and determining the academic progress of students in the final semester of teach-out and reporting outcomes.
- 5.6. **Students:** Students are expected to follow prescribed subject offerings and timelines as outlined in the teach-out plan. They must engage in good faith with consultation processes and academic advising to ensure successful course completion.

6. Procedures

To terminate a course of study, the following steps are undertaken:

6.1. Proposal Tabled at Accreditation Committee

6.1.1. Rationale for discontinuation, including (as appropriate):

- a. impact on strategy, mission, vision and values of AC;
- b. history of course of study and its reputational value to students, staff and stakeholders;
- c. financial implications with respect to current market conditions;
- d. feedback from students, staff, other stakeholders and industry;
- e. changes in accreditation compliance;
- f. previous review reports.

6.1.2. Communication plan for discontinuation to all relevant stakeholders;

6.1.3. Teach-out plan;

6.1.4. Managing and monitoring discontinuation.

6.2. Proposal Tabled at Academic Board

6.2.1. If endorsed by Accreditation Committee, a recommendation is tabled at Academic Board.

6.3. Approval by Academic Board

6.3.1. If discontinuation of a course is approved by Academic Board, Council and Executive are duly notified by the Chair of Academic Board.

6.3.2. If discontinuation of a course of study is approved by Council, the following is implemented:

- a. all marketing, recruitment and enrolments ceases;
- b. communication of discontinuation to all relevant stakeholders;
- c. teach-out plan implementation.

6.4. Communication of Discontinuation

6.4.1. The final decision and announcement of any course of study discontinuation is communicated in writing and in time to allow:

- a. currently enrolled students to complete the course of study, or to transfer to other courses of study within or outside of AC as desired;
- b. potential applicants to make alternative arrangements;
- c. the timely replacement of any existing academic staff in a course of study who may immediately wish to discontinue employment with AC as a result of a course of study discontinuation.



6.4.2. students in other courses of study, staff in other courses of study, alumni, stakeholders and the community will be advised of the course of study discontinuation in a systematic manner, taking into account AC's legislative, regulatory and public relations responsibilities and priorities.

6.5. Teach-out Plan

- 6.5.1. Students are entitled to complete, at AC, the course of study in which they are enrolled, including all compulsory elements and any requirements necessary for professional accreditation.
- 6.5.2. No substantive changes will be made to course of study in the teach-out phase, nor any transfer arrangements agreed to with other institutions, without approval by Academic Board and consultation with affected students.
- 6.5.3. If discontinuation of a course of study is approved by Council, the following is implemented:
 - a. discussion with current students is undertaken to advise them that the qualification cannot be issued after expiry of the teach-out period. Therefore, a student must complete the award within the transition period. Students intending to complete the terminating course of study are contacted by the Program Director (or equivalent) and a Study and Support Plan is developed;
 - b. AC will assist students enrolled in the course of study who would like to transfer to another course of study;
 - c. AC will provide a schedule to offer all subjects needed by students to complete the course of study in a sequence and on a schedule that will enable them to complete the course of study. Students will be expected to take the subjects required to complete the course of study when offered. Failure of students to take required subjects when offered will not obligate AC to offer the subjects again;
 - d. students who are already on approved leave from a course that is to be terminated should be able to return to complete the course, provided they re-enrol no later than the end of the period of approved leave. Any leave approved after the discontinuation process has commenced should be negotiated with the student on the basis that a return to the course of study in which the student was enrolled may not be possible;
 - e. students who fall out of sequence in their program as a result of subject failure may retake the failed subject only if it continues to be offered at AC and the student can still complete the retaken subject prior to the teach-out end date. In exceptional circumstances, unscheduled subjects will be allowed to ensure a student can meet the course of study requirements;
 - f. students who fail to make satisfactory academic progress and are dismissed from the course of study under the provisions of the "Exclusion from a Course or Subject Policy: Unsatisfactory Course Progression" will lose their right to benefit under the teach-out arrangement.
- 6.5.4. A Teach-out Plan may:
 - a. reduce or remove student choice as it applies to unit availability;
 - b. require students to study a prescribed sequence of units to ensure students can complete their studies within the prescribed timeframe; and/or
 - c. include provisions for recognising unit equivalence if required and approved by Academic Board.

6.6. Managing and Monitoring Discontinuation

6.6.1. Academic Board has ultimate responsibility for monitoring the discontinuation of a course of study from the perspective of academic quality and integrity.



- 6.6.2. With support from the Head of School, the Program Director (or equivalent) takes overall responsibility for the management of the teach-out of a course of study.
- 6.6.3. The Program Director (or equivalent) is responsible for the development and implementation of operational closure plans and the management and co-ordination of all transitional arrangements.
- 6.6.4. Students and staff are consulted on a regular basis during the teach-out to ensure that all parties are satisfied with continuing teach-out arrangements and responsibilities.
- 6.6.5. The Head of School will ensure that regular reports regarding teach-out arrangements are made available to Academic Board.

6.7. Maintaining Quality in Courses during Teach Out

- 6.7.1. Quality assurance arrangements continue as usual for courses which are in teach out. The Head of School will monitor the maintenance of academic standards and quality in learning in the context of any teach out.

6.8. Reporting Completion of Teach Out Arrangements

- 6.8.1. In the last weeks of the final semester of the teach out period, the Program Director will determine the status of students in the course, and report to Academic Board through the Head of School Report.

6.9. Monitoring Compliance with the Course Teach Out Policy

- 6.9.1. The Director of Quality and Standards will monitor compliance with this Policy for each course in teach out, reporting on the details of policy execution to Academic Board and Accreditation Committee.

6.10. Tuition Protection Service (TPS)

- 6.10.1. If AC ceases to provide the course an international student has commenced, it undertakes to meet its obligations by either refunding any unused prepaid tuition fees, or to assist the student to find enrolment in a suitable alternative course at AC or with another provider. If AC has not been able to meet this obligation international students may access the Tuition Protection Service.

7. Responsible for Implementation

- 7.1. Chair, Accreditation Committee.

8. Related AC Policies or Documents, Standards and Legislations

8.1. AC Policies or Documents

This policy is to be read in conjunction with the following AC policies available at ac.edu.au/ppm/:

- 8.1.1. Higher Education Course Design and Development Policy;
- 8.1.2. Higher Education Course Review Policy.

8.2. Relevant Standards and Legislation

- 8.2.1. Higher Education Standards Framework - 6.1, 6.2, 6.3, 7.2;
- 8.2.2. ESOS Framework;
- 8.2.3. Australian Qualifications framework (AQF).

9. Review and Revision

This policy will be reviewed by the Chair of the Accreditation Committee on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the Accreditation Committee for endorsement and Academic Board for approval. Revisions will be communicated to all relevant stakeholders upon approval.



10. History of Approval and Amendments

Policy owner	Chair, Accreditation Committee
Policy category	Academic: Course Development
Policy status	Approved
Approval Body	Academic Board
Endorsement Body	Accreditation Committee
Approval Date	2025.12.08
Last Review Date	2025.11.13
History of Policy Amendments	
V2 2025.06.25	Transferred to new policy template, added roles and responsibilities, definitions, general revisions (e.g., additional sections added, such as sections 6.7 – 6.10)
V2.1 2026.10.02	Reformatting changes

Add a new row for each version of the policy. Do not remove previous rows/changes.

Appendices

- N/A