



Course Transition and Teach-out Procedure

Policy Category	Procedure		
Review	3 years from the date of approval		
Policy Code	AP012P		
Contacts	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Commencement Date
2023.10	Provost	October 2023	October 2023

1 PURPOSE

The Australian Institute of Management and Commerce (IMC) is committed to ensuring that students are provided with ample opportunity to complete the course of study in which they are enrolled. There may be circumstances where it is necessary to discontinue a course and place the course into a “transition and teach-out” mode. When it is necessary to discontinue a course and place it into a “transition and teach-out mode”, IMC will implement a transparent and equitable plan. The plan and its implementation will ensure that students are not

disadvantaged by the decision to terminate a course. This document outlines the procedures to be followed when it is necessary to discontinue a course.

This procedure should be read in conjunction with the *Course Transition and Teach Out Policy AP012*.

2. PROCEDURE

2.1 Approval, Responsibility and Communication

- (a) The Dean who has responsibility for a course being considered for discontinuation shall involve relevant academic and professional staff (and ideally student representatives) from the earliest stage.
- (b) The Dean shall consult with the Provost concerning the proposed discontinuation of a course.
- (c) Once both the Dean and the Provost decide that discontinuation of a course is in the best interests of students and IMC, the Dean shall forward a formal proposal to the Chair of the Academic Board, who may refer the proposal to the Chair of the Course Advisory Committee for advice.
(See Appendix A to this procedure for a pro forma proposal. "IMC Course Discontinuation Proposal")
- (d) The Dean must also complete or supervise the following documents associated with the discontinuation process:
 - (i) Student Transition Strategy and Course Teach-Out Plan
 - (ii) Individual Student Course Maps (see below Clause 2.3)
(See Appendix B to this procedure for a pro forma proposal "Student Transition Strategy and Course Teach-Out Plan" and Appendix C for a pro forma proposal "Individual Student Course Map")
- (e) The Dean or his or her nominee will be responsible for the preparation and storage of the Course Discontinuation Proposal. The proposal for the discontinuation of the course will outline:
 - (i) Reason/s (academic, strategic and financial) for the discontinuation
(See clause 4.1 Course Transition and Teach Out Policy AP012);

- (ii) Whether there is a replacement course proposed;
 - (iii) The number of students currently enrolled and their level of progression;
 - (iv) An explanation of how students enrolled in the course will be helped to either complete the course or transition to another course of study;
 - (v) Any other impact for IMC; and
 - (vi) How stakeholders have been or will be consulted about the discontinuation.
- (f) The Chair of the Academic Board will have the proposal considered by the Academic Board. If the Academic Board supports the Course Discontinuation Proposal, it will be passed on to the Principal for consideration.
- (g) If the Principal approves the Discontinuation Proposal, the Dean shall develop a Student Transition Strategy and Teach-Out Plan, discussed in section 2.1 (d)

2.2 Student Transition Strategy and Teach Out Plan

- (a) When the Student Transition Strategy and Teach Out Plan has been endorsed by the Chair of the Academic Board, the Provost and the Principal, the Dean will be responsible for on-going monitoring and reporting on the implementation of the Student Transition Strategy and Teach-Out Plan. The Dean will report regularly to the Provost and the Academic Board on the progress of the plan.
- (b) The Dean or his or her nominee is responsible for the preparation, monitoring and storage of the Teach Out Plan.

The Student Transition Strategy and Teach-Out Plan should include:

- (i) Course delivery mapping demonstrating that the student cohort will have a reasonable opportunity to complete the discontinued course and will not be disadvantaged.

(ii) Anticipated timeline, including the effective date of the termination of the course. Typically, this will be the full-time duration plus one further year or part-time equivalent. (This period cannot extend beyond full-time duration plus two years or part time equivalent.)

- (iii) A communication plan that includes the proposed timeline and methods for notifying students of the Transition and Teach-out Plan, that also considers any students who may be on leave of absence, as well as academic and professional staff and other stakeholders.
- (iv) A list of students affected and anticipated teach-out strategy for the student cohort. If there are part-time enrolments in the course, the teach-out strategy should reflect a normal, timely progression for these students.
- (v) Maintenance of standards and resources and arrangements to provide support for students. The Plan should demonstrate that students will not be disadvantaged and will be provided with advice and academic support to enable timely completion or if necessary, assistance to transition into an alternative course.
- (vi) Course completion mapping for individual students with decisions regarding graduation dates and transition options.

2.3 Support for Individual Students

- (i) *The Senior Student Services Manager or his or her nominee* is responsible for preparing monitoring and storing Individual Student Course Maps. (see above clause 2.1 (d))
(See the Appendix C “Student – Individual Course Map” for a pro forma document.)
- (ii) Individual Student Course Maps should assume timely progression based on the student’s current enrolment pattern (full or part-time).
- (iii) Course maps must be reviewed each semester to ensure that timely progression is maintained and any progression issues resolved.
- (iv) Review of Individual Student Course maps is the responsibility of the Dean and the Senior Academic Manager in consultation with each student.

3 RELATED DOCUMENTS

- i. Academic Program and Course Development Policy

- ii. Student Progression Exclusion and Graduation Policy
- iii. Course Transition and Teach Out Policy AP012

6 VERSION CONTROL

Historical Version	Approved by	Approval Date
2023.10	Academic Board	12 October 2023
2020.07	Academic Board	27 July 2020
2017.04	Academic Board	06 April 2017

APPENDIX A IMC COURSE DISCONTINUATION PROPOSAL*

* This Proposal will be prepared by the Dean or his or her nominee

1. SCHOOL AND COURSE DETAILS

School			
Course Code		Course Title	
CRICOS Code		UG or PG coursework	

2. DETAILS OF PROPOSED COURSE DISCONTINUATION

Will course be replaced?	YES/NO	First year of delivery of replacement course	
Proposed replacement course title (if applicable)			
Has replacement course been endorsed by Academic Board?		YES/NO	

<p>If there is no replacement course what arrangements are there to enable all students to complete the course in which they are enrolled?</p>	
<p>Date of final intake</p>	<p>There will be no new enrolment of students into this course after [SEM YYYY]</p>
<p>Proposed completion of teach out (Recommended: standard course duration & 1 year]</p>	<p>The final cohort of students enrolled is expected to complete their course by the end of [SEM YYYY]</p>

3. REASON/S FOR COURSE DISCONTINUATION (Academic / Strategic / Financial)

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4. NUMBER OF STUDENTS IN COURSE AND THEIR LEVEL OF PROGRESSION

	Total Students	Units completed (0-4)	Units completed (5-8)	Units completed (9-12)	Units completed (13-16)	Units completed (17-20)	Units completed (21-24)
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Domestic							
International Onshore							

5. STUDENT TRANSITION

For students who are not likely to complete the course within the period of the teach out plan, what assistance will be provided to them to transition them into an alternative course, to complete their course by taking outstanding units at another institution or another mode of learning, or to complete their course through a special course of study?

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6. OTHER IMPACT ON IMC EDUCATION

Describe what impact the proposed course discontinuation is likely to have on other IMC courses and units (eg double degrees, reduction of electives etc.?)

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7. STAKEHOLDER CONSULTATION

Indicate the level of consultation that has occurred with the following stakeholders.

Stakeholder	Date Consulted	Comments
Academic Staff		
Student Groups or student representatives		
Professional Accreditation Body		
Other		

8. SUPPORT AND APPROVAL FOR COURSE DISCONTINUATION

Supported by:						
Dean of School	Name:		Signature:		Date:	
Provost	Name:		Signature:		Date:	
Chair of Academic Board	Name		Signature		Date	

This Course Discontinuation Proposal is:						
Approved/ Not approved						
Comments						
Principal	Name:		Signature:		Date:	

APPENDIX B
IMC STUDENT TRANSITION STRATEGY AND TEACH-OUT PLAN*

* This plan will be prepared by the Dean or his or her nominee

1. SCHOOL AND COURSE DETAILS

School			
Course Code		Course Title	
CRICOS Code		UG or PG coursework	

2. DETAILS OF PROPOSED COURSE DISCONTINUATION

Will course be replaced?	YES/NO	First year of delivery of replacement course	
Proposed replacement course title (if applicable)			
Has replacement course been endorsed by Academic Board?		YES/NO	

<p>If there is no replacement course what arrangements are there to enable all students to complete the course in which they are enrolled?</p>	
<p>Date of final intake</p>	<p>There will be no new enrolment of students into this course after [SEM YYYY]</p>
<p>Proposed completion of teach out (Recommended: standard course duration+ 1</p>	<p>The final cohort of students enrolled is expected to complete their course by the end of [SEM YYYY]</p>

3. AGGREGATE STUDENT COHORT TRANSITION STRATEGY

Year	Number Student Cohort	Transition Strategy (eg. Continue enrolment in existing course, transition into an alternative course, take outstanding units at another institution or another mode of learning, or complete their course through a special course of study)
2020		
2021		
2022		
2023		

4. INDIVIDUAL STUDENT COURSE MAPPING (DOMESTIC AND INTERNATIONAL ONSHORE)

Complete a table (as per below) showing for each student the Credit Points (CP) they have completed and the units and CP that remain to complete the course.

Student name & Id	CP completed	Units and CP Outstanding
Domestic		
International		

6. STUDENT SUPPORT

Student Planning	Yes/No	Responsibility	Comments
1. Does the planned sequence of units of study allow the course learning outcomes to be met?			
2. Have students been provided with individual course plans showing their progress in the course across the teach-out period to completion?			

7. COMMUNICATION STRATEGY

Communication strategy	Comments
Students Letters to enrolled students Letters to students who are in the application process Group and individual student meetings	
Academic & Professional Staff	
Other Major Stakeholders	
Professional accreditation bodies	

8. SUPPORT, ENDORSEMENT AND APPROVAL FOR TRANSITION STRATEGY AND TEACH OUT PLAN

Supported by:						
Dean of School	Name:		Signature:		Date:	
Provost	Name:		Signature:		Date:	
Chair of Academic Board	Name		Signature		Date	

This Transition and Teach Out Plan is:						
Approved/ Not approved						
Comments						
Principal	Name:		Signature :		Date:	

APPENDIX C IMC INDIVIDUAL STUDENT COURSE MAP*

* All Individual Student Course Maps will be prepared by the Senior Student Services Manager or his or her nominee

1. STUDENT DETAILS

Name

Student Number

Sem/Year of Enrolment

2. SCHOOL AND COURSE DETAILS

School			
Course Code		Course Title	
CRICOS Code		UG or PG coursework	

3. COURSE AND UNIT MAPPING PLAN (for entire Course)

UNIT	Completed	To Be Completed at IMC Sem / Year	Alternative Mode of Completion (specify)
(e.g. TACC101)	√		
(e.g. TACC102)	√		
(e.g. TFIN 101)	√		
(e.g. TFIN 102)	√		
(e.g. TLAW101)		√ (sem 1 / 2019)	
(e.g. TLAW102)			(e.g. completing LAWS102 at UNSW (sem 1 / 2020)

Date of Written Notification of Course and Unit Map

Date/s of student interviews

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Anticipated Graduation Date