

Course Transition and Teach-out Policy

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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 teachout 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.

2. SCOPE

This policy applies to all IMC higher education and non-award courses except research higher degree courses.

3. DEFINITIONS

Discontinued Course means a course in which IMC has formally decided that no new students will be enrolled and existing students will complete the course in transition and teach out mode.

Exceptional Circumstances has the same meaning as in AP007 Assessment Policy (Coursework).

Student Individual Course Map means a written document prepared for a student providing an individual plan and mapping of units that a student needs to complete to graduate from a discontinued course.

Transition and Teach-out Mode means a process which applies to a discontinued course where students are still enrolled but are yet to complete. The course continues to be accredited and arrangements are put in place to ensure that all existing enrolled students can either complete the course or transition to an alternative mutually agreed course at no disadvantage to the student.

Transition and Teach-out Plan means a written plan that documents the process by which the discontinued course will proceed. The plan also documents the academic support provided for students enrolled in a course that has been discontinued. The plan provides for equitable treatment of all students affected by the discontinuation of the

course, by enabling them to have reasonable time to complete the course, or by providing them with reasonable alternative course and unit options.

Terminated course means the final outcome of the transition and teach-out mode for a discontinued course and the course is no longer offered at IMC.

4. PRINCIPLES

4.1 Reasons for **discontinuing a course**

IMC may decide to discontinue a course for several reasons including, but not limited to:

- changes in student demand;
- a change to strategic positioning in a particular market; or
- a major course revision following a formal course review process.

A course may also be discontinued because of a TEQSA decision to:

- not renew accreditation of a course while students are currently enrolled;
- cancel the accreditation of a course while students are currently enrolled; or
- not accredit a course intended to supersede an existing course.

4.2 Approval, Responsibility and Communication

A course cannot be discontinued without the approval of the Academic Board and the Principal.

The Dean who has responsibility for a course considered for continuation must follow the processes outlined in the *Course Transition and Teach Out Procedure* in preparing documentation for consideration by the Academic Board.

The Academic Board and the Principal must approve the Course Discontinuation Proposal before a course can be discontinued.

4.3 The Transition and Teach-Out Plan

Irrespective of the reason/s for the decision to discontinue a course, a Student Transition Strategy and Teach Out Plan must be developed, endorsed, and implemented to ensure that students are not disadvantaged.

The Chair of the Academic Board, the Provost and the Principal must endorse the Student Transition Strategy and Teach Out Plan before its implementation.

4.4 Other Issues

4.4.1 Accreditation

IMC cannot offer a course for study unless it is accredited and this includes a course that is in transition and teach-out mode. A course must retain accreditation until all

students have either completed or transitioned out of the course. Accreditation renewal for a course in transition and teach-out mode cannot exceed two years.

4.4.2 Mentoring and support for students during transition and teach-out mode

When students are studying a course in transition and teach out-mode, they will be provided with academic support and mentoring to enable them to successfully complete the course.

4.4.3 Determining Anticipated Completion Dates

In determining the anticipated completion date for a discontinued course all existing enrolments per year level will be considered. Based on the nature of the student cohort and the course, a completion date will be determined. This will normally be the full-time duration plus one further year or part-time equivalent.

The transition and teach-out period should allow for students to access up to one year intermission. Students should be advised that it is unlikely that any extension beyond this time would be approved and what options will be available to them if this need eventuates (e.g. course transfer, complementary study).

4.4.4 Alternative units and cross-institutional enrolment

Towards the end of the transition and teach-out period, there may be a need to approve alternative units or the provision of cross-institutional enrolment to facilitate completion of the course by some students. This may be particularly relevant when students have failed units and are not able to complete the course in the sequence originally planned.

A contingency for unit options for any student who does not complete their course by the end of the transition and teach-out period due to exceptional circumstances may need to be implemented. This will be determined by the Dean in consultation with the Provost.

These arrangements may also need to be applied to any student requesting an intermission late in the transition and teach-out period or seeking an extension to an intermission. Students should be advised that such requests are unlikely to be approved unless there are exceptional circumstances. Students making these requests need to be advised of the consequences for their progression and the limited range of options that may be available. This will be determined by the Dean.

Alternative unit options and cross-institutional enrolment may also be determined for students on academic suspension on a case-by-case basis by the Dean.

4.4.5 Student Communication

All students impacted by the decision to discontinue a course will be advised in writing. The correspondence shall include the reasons for the decision and details concerning the various options that are available. A nominated contact person will be listed to assist students with their individual enquiries.

Depending on the particular circumstances, a follow-up meeting with students may be necessary to answer any questions and provide further reassurance about progression.

A communication plan also needs to be developed for any current applicants for the course advising of alternative course options.

At the point of the final intake, students need to be advised that no deferral of commencement is possible. Marketing material for the final intake must clearly state that deferral cannot be approved.

4.4.6 Course Advertising

Where a decision has been made to discontinue a course, Marketing and Recruitment staff need to be advised to remove the course from all promotional websites and publications both local and international. Where there is any reference to the course it must note that the course is a Teach Out Mode and that no new enrolments are permitted. Student Administration and Systems should be advised about any undergraduate or postgraduate course that may need to be removed. This advice should be provided as early as possible.

5. RELATED DOCUMENTS

- i. Academic Program and Course Development Policy
- ii. Student Progression Exclusion and Graduation Policy

6. VERSION CONTROL

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