

## Course Discontinuation and Teachout Procedure

### 1. PURPOSE

The purpose of this procedure is to provide the steps for the Course Discontinuation and Teachout Policy. It provides a structured approach to discontinuing courses and subjects at UTS College, ensuring that affected students can complete their studies or transition to another course without disadvantage.

### 2. SCOPE

This procedure applies to:

- All UTS College award courses, delivered on and offshore.
- These specified non-award courses:
  - UTS Foundation Studies
  - Cambridge Program
  - English Language Program (ELP)

### 3. PROCEDURES

#### 3.1. Course Discontinuation Process

- 3.1.1. The Dean oversees the review of courses and initiates the discontinuation process based on criteria outlined in the policy.
- 3.1.2. Stakeholders, including third parties involved in course delivery, must be consulted to assess the impact of discontinuation.
- 3.1.3. The Executive endorses the commercial aspects, and the Academic Board approves the discontinuation proposal.

#### 3.2. Discontinuation Plan

- 3.2.1. No new students will be admitted into the course.
- 3.2.2. The course will no longer be marketed.
- 3.2.3. A detailed plan must be produced including:
  - management of deferred students, leave of absence students, returning students who previously withdrew and students articulating from other UTS College programs.
  - options for subject substitution from other courses.

- final completion dates for remaining students.
- a communication plan to inform students of the discontinuation, its impacts, and support measures.

### 3.3. Teachout Planning

- 3.3.1. Develop revised study plans for each student to complete the course within the teachout period.
- 3.3.2. Ensure all subjects required for completion are available during the teachout period.

### 3.4. Student Communication

- 3.4.1. Students must be notified in writing within 14 days of the decision to discontinue the course has been made.
- 3.4.2. Notifications must include:
  - Reasons for discontinuation.
  - Effective date.
  - Information sources.
  - Contact person for queries.
  - Individual teachout or new study plans.
  - Support measures to avoid disadvantage.

### 3.5. Manage Student Impact

- 3.5.1. Map old courses to new versions and transition students, advising them on the implications.
- 3.5.2. Provide teachout plans and support, including intensive study plans and supplementary assessments if needed.

### 3.6. Quality Assurance

- 3.6.1. Ensure discontinued courses with teachout plans meet quality indicators and relevant policies.
- 3.6.2. Ensure teachout plans are monitored via the Learning and Teaching Committee.

### 3.7. Regulator Notification

- 3.7.1. The CEO must notify the regulator within 14 days of the Academic Board approval of the course discontinuation.

#### **4. RESPONSIBILITIES**

##### **4.1. Program Managers and Director of Studies ELP**

- a. Logs program change specifications into Academic Program Change register or via email.
- b. Signs off on business requirements.
- c. Tests changes in Student Management System.
- d. Communicates changes to all stakeholders.
- e. Presents changes to Learning and Teaching Committee/ Academic Standards Committee and Academic Board for endorsement and approval.
- f. Manages reviews and compliance.
- g. Ensures communication and transition plans for all students.
- h. Provides individual teachout plans when required.

##### **4.2. Education Administration**

- a. Develops business requirements.
- b. Logs change request with ITDS.

##### **4.3. Dean – Oversees course reviews and discontinuation processes.**

##### **4.4. Academic Standards Committee and Learning and Teaching Committee**

- a. Ensures compliance and quality regarding all program changes.
- b. Endorses changes.

##### **4.5. Academic Board – Approves discontinuation proposals and overseeing quality assurance.**

##### **4.6. CEO – Notifies the regulator within 14 days of the Academic Board approved courses for discontinuation.**

##### **4.7. Executive – Endorses commercial aspects of discontinuation.**

##### **4.8. Admissions Manager - Ensures communication and transition plans for all admitted students.**

4.9. Student Service and Administration Manager – Ensures communication and transition plans for all enrolled students.

4.10. Transnational Education Quality Manager – Liaises with all impacted partners and ensures course quality is maintained during teachout.

4.11. Student Success Advisers Supports enrolled students who have any questions about the change in their study plan/ curriculum.

## 5. RELATED DOCUMENTS

### *UTS College Policies and Procedures*

- Academic Course Progress Policy (Domestic and International Non-Student Visa Holders)
- Academic Course Progress Policy (International)
- Access and Equity Policy
- Course Development, Approval and Review Policy
- Course Discontinuation and Teachout Policy
- Education Quality Assurance Policy
- ELT Course Progress Policy (International)
- Student Complaints and Appeals Policy
- Support for Students Policy
- Transnational Education Policy

### *Legislation*

- Education Services for Overseas Students (ESOS) Act 2000
- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act (TEQSA) 2011

## 6. DEFINITIONS

Alternative arrangements	Plans or preparations that are different from the original, typically made when the initial plan cannot be completed as intended.
Articulation pathway	A structured route that allows students to progress from one level of education to another, whether that is between programs offered by one provider or programs leading from one provider to another.

Award Course	A course of study leading to a diploma or certificate of UTS College that is conferred on a student by the UTS College Limited Board
Course	The sequence of academic subjects that leads to the award of a qualification or a statement of program completion. The sequence of ELT levels that lead to statement of program completion.
Disadvantage	Barriers and obstacles that hinder a student's ability to succeed academically.
Discontinue/ Discontinuation	To officially end or terminate a course, making it no longer available for students to enrol in or complete.
Non-award course	English Language Intensive Courses for Overseas Students (ELICOS) programs, Cambridge and UTS Foundation Studies Program
Quality indicators	Metrics used to evaluate and measure the effectiveness and performance of higher education institutions.
Subject	A unit of study within a course
Subject availabilities	Specific offerings of a subject within a particular study period, location, and/or delivery mode.
Subject substitution	The process of replacing one subject with another within a student's academic program.
Supplementary assessment	An additional assessment opportunity provided to students who have narrowly failed a course, designed to give students a second chance to demonstrate their understanding and meet the required learning outcomes.
Teachout	Teachout is when the College has decided to phase out a course that still has students enrolled
Third parties	Individuals or groups that are not directly involved in the decisions or running of UTS College courses but have interests in them through transaction or agreements.
Unsustainable	In the context of courses, the inability of UTS College to maintain or continue effective running of a course over time due to various challenges, such as low enrolments, financial constraints, or resource limitations.
Up version	An updated or revised version of a course. A course may be up versioned due to changes being made to it that makes the new version of the course significantly different from the previous course.
UTS College	UTS College Limited, its representative offices and its controlled entities.

APPROVAL		
<b>Procedure Title</b>	<b>Course Discontinuation and Teachout Procedure</b>	
Procedure ID	PROC/EDUC/02/25	
Procedure Category	Governance/Academic/Operational	
Procedure Audience	Staff, Students, Affiliates and Third Parties	
Procedure Owner	Dean of Studies	
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Endorsed by	ASC	Date: 6 May 2025
<b>Approved by</b>	<b>Academic Board</b>	<b>Date: 22 May 2025</b>
Next Review Date	21 May 2028	

## VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0	Learning Quality Unit Manager	New procedure	March 2025