Purpose and Scope
This procedure sets out the actions required where a course or courses are to be closed. This policy and procedure applies to any Excelsia College course under consideration for closure.

Responsibilities
Board of Directors
Academic Board
Chief Executive
Academic Director
Director of Quality
Head(s) of Schools

Policy Principles
1. Review of Courses
   (a) As part of its ongoing due diligence, the College regularly reviews its course offerings (Course Review Policy and Procedure) taking into account the:
      i. contribution of each course to the mission, vision, and values of the College.
      ii. strategic value of each course to the College’s over all course profile;
      iii. the history of each course and it reputational value to students, staff and stakeholders;
      iv. financial viability of the course with respect to current market conditions.
   (b) As a result of these reviews, certain courses may from time to time be targeted for amendment, amalgamation or closure.

2. Closure of Courses
   (a) Course closure is seen as a significant event in the life of the College, and implications for the academic, spiritual and financial health of the College are assessed with respect to any proposed course closure.
   (b) Course closure is proposed only after a major course review and significant formal and/or informal consultations as appropriate within the limits of privacy and commercial confidentiality.
   (c) If closure of a course is deemed appropriate, senior management will prepare a Closure Proposal. The proposal follows the format set out in Appendix A and covers the College’s requirements in three areas:
      i. Rationale for closure
      ii. Consultation and communication process
      iii. Closure (‘teach out’) plans and related administrative arrangements.

3. Decision to Close
   (a) Following scrutiny and approval by senior management, any proposal for course closure is presented to, and discussed by, the Board of Directors which has the ultimate decision regarding any closure.
   (b) Any proposal for course closure may be approved, amended or declined by the Board of Directors.
Procedure

1. Immediate Outcomes of Decision to Close
(a) Following a decision to close a course, and within fourteen days of that final decision:
   i. All student recruitment processes in relation to that course will cease, and promotional materials and
      links will be withdrawn.
   ii. TEQSA is to be informed of the decision for course termination.

2. Communication of Closure
(a) The final decision and announcement of any course closure is notified in time to allow:
   i. potential applicants to make alternative arrangements should they wish not to join a closing course.
      All potential incoming students are provided with written notification of the closure of the course (in
      a letter addressed to each student which may be sent electronically).
   ii. existing students to transfer to other courses of study within or outside the College as desired.
   iii. the timely replacement of any existing academic staff in a course who may immediately wish to
        discontinue employment with the College as a result of a course closure.
(b) Students in other programs, staff in other programs, alumni, stakeholders and the community will be
     advised of the course closure in a systemic manner, taking into account the College’s legislative,
     regulatory and public-relations responsibilities and priorities.

3. Managing and Monitoring Courses in Teach Out
(a) 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.
(b) With support from the Academic Director and the Chief Executive, the Head of School takes overall
    responsibility for the management of the teach out of a course or suite of courses. The Head is
    responsible for the development and implementation of operational closure plans and the management
    and co-ordination of all transitional arrangements.
(c) All affected students and staff are consulted each semester during the teach out to ensure that all
    parties are satisfied with continuing teach out arrangements and responsibilities.
(d) Students are, and will be, entitled to complete, at the College, the course in which they are enrolled
    provided they maintain an agreed study load. No substantive changes will be made to courses in the
    teach out phase, nor will any formal transfer arrangements be agreed with other Institutions, without
    approval by the Academic Board and consultation with affected students.

4. Maintaining Quality in Courses during Teach Out
(a) 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.
(b) The responsible Head of School will ensure that regular reports regarding teach out arrangements are
    made available to relevant committees through the Academic Director. In normal circumstances, the
    Academic Director will receive a report each Semester on teach out matters, including specific matters
    pertaining to the maintenance of quality learning experiences for students.

5. Monitoring Student Progress in Courses in Teach Out
(a) 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 requested teach out period must represent
    sufficient time for all course delivery activities to be concluded, including the conferring of the award on
    graduands. It must therefore reference the graduation date for the final cohort.
(b) The Head of School will closely monitor the academic progress of students enrolled in a course that is being taught out, reporting to the Academic Director. Reporting will address any potential risks of failure and the interventions and strategies in place to support students at risk to complete their studies within the teach out period (see Academic Progress Monitoring and Intervention Procedure).

(c) The Registrar will provide semesterly reports to the Academic Director tracking the progression and completion of students in the course. Final semester reports will flag any potential risk of a student or students not completing the course requirements by the approved course termination date published in the National Register.

(d) The Academic Director will report to the Academic Board at the end of each semester on the progress of individual students during the teach out period. Final semester reports will indicate the strategies to be employed to ensure students complete their studies within the teach out period.

(e) 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. The CEO or his/her delegate will inform TEQSA of the issue of concern at the earliest possible opportunity.

6. Reporting Completion of the Teach Out Arrangements

In the last weeks of the final semester of the teach out period, the Academic Director will determine the status of the students finishing the course, and report on this to the Academic Board. If all students remaining in the course are on track to finish the course requirements by semester-end, the CEO or his/her delegate 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, i.e. a date subsequent to the date of graduation when the award is conferred on the final cohort.

7. Monitoring Compliance with the Course Closure Policy

The Director of Quality will monitor compliance with the Course Closure Policy for each course in teach out, reporting on the details of policy execution to the Quality Assurance and Improvement Committee.

References and Related Documents

TEQSA, Courses in ‘Teach Out’
Course Review Policy and Procedure (PO-COU-01)
Academic Progress Monitoring and Intervention Procedure (WP-STU-26)
Course Evaluation Matrix (STA-G25)
Appendix A
Template for Proposing the Closure of a Course

Rationale for Closure
This section should outline the context of the College’s academic provision, and provide reasons why closure of a course or courses is being considered. Details should include reference to performance indicators such as recruitment, progression and achievement, student satisfaction, College profile and course costs/profitability.

Consultation and Communication
This section should detail how the exploration of possible closure plans has been carried out, including any special reviews and consultation exercises undertaken. Within the limits of privacy and commercial confidentiality, the College’s expectation is that the following groups may be consulted during any such exercise.

(a) Academic staff teaching in the course(s) in question
(b) Relevant Committee and Board members
(c) Students and alumni
(d) Employers and other stakeholders
(e) Relevant regulatory bodies

A draft communication plan will also be presented to ensure the timely, sequential and orderly communication of a course closure to all relevant parties listed above.

Closure Plans

(a) Student Numbers
Details of phasing out including expected student numbers of each cohort, and the final closure and graduation date.

(b) Student Support
Details of student support and advice arrangements, including the provision of individual course completion plans.

(c) Staffing Plans
i. Details of the staffing arrangements for the teach-out courses.
ii. Contingency plans for the absence or early departure of staff teaching on, or providing technical support to, teach-out courses.

(d) Collaborative Provision
Details of any special arrangements with respect to courses run by collaborative partners, or where some provision (e.g., optional units) has an impact on student progression.