



**EXCELSIA  
COLLEGE**  
— Sydney —

### **Objects of Excelsia College**

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

### **Document Number**

POL-COU-03

### **Document Name**

COURSE CLOSURE (TEACH OUT) POLICY AND PROCEDURE

### **Document Status**

Owner	Chief Academic Officer	March 2016
Approving Authority	Board of Directors	August 2016
Publication	Version 4	June 2020
Review Date	Review of Version 4	June 2023

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.*

©2017 Excelsia College. All Rights Reserved. ABN: 50 360 319 774 CRICOS Provider Code: 002664K

---

## 1 Policy Statement

The purpose of this policy and procedure is to meet the requirement of the Higher Education Standards Framework that providers have effective course transition plans in the event of an Excelsia College or TEQSA initiated teach out.

---

## 2 Scope

This policy and procedure applies to the peak governing bodies of the College and their delegates as outlined under 'Responsibility'.

---

## 3 Responsibility

The following are responsible for:

**Board of Directors** – approving discontinuation of course and teach out plan

**Academic Board** – overseeing the implementation of teach out plan

**Management Committee** – communicating with Academic Board re development and implementation of teach out plan

**Chief Academic Officer** – monitoring closely, with Head of School, academic quality during teach out period and reporting to Academic Board progress of teach out plan

**Head of School** - developing and implementing operational teach out plans and the management of all transitional arrangements; reporting progress of teach out plans to Academic Board through Chief Academic Officer

**Director of Quality** – communicating with TEQSA regarding teach out plan and progress

**Chief Student Services Officer and Academic Registrar** – implementing credit transfer arrangements; reporting to the Chief Academic Officer on the progress of students in teach out course

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.*

©2017 Excelsia College. All Rights Reserved. ABN: 50 360 319 774 CRICOS Provider Code: 002664K

---

## 4 Definitions

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

*Teach Out Course* – a course that has been designated for discontinuation by TEQSA or Board of Directors

*Teach Out Plan* – arrangements for ensuring all enrolled students complete the current or alternative course at Excelsia or with another provider

---

## 5 Principles

### 1. Review of Courses and Teach Out

- (a) As part of its commitment to continuous improvement, the College reviews its courses according to the Course Review and Renewal of Accreditation Policy and Procedure. As a result of a review, a course teach out may be deemed appropriate by a peak governing body of the College.

### 2. If a course teach out is deemed appropriate, Academic Board, in consultation with Management Committee, will prepare a Course Teach Out Proposal as set out in Appendix A.

### 3. Decision to Teach Out

- (a) If the Board of Directors approves the proposal, the teach out process will be initiated.

### 4. Teach Out Plan

A teach out plan is to be developed by Academic Board in consultation with Management Committee and approved by Board of Directors.

The plan should address the following elements:

- Cessation of future enrolments into the course
- Proposed teach out period, not exceeding course accreditation duration
- Communication strategy to students impacted re teach out and options to complete course and/or transition to another provider
- Arrangements to ensure all enrolled students complete the course, or transfer to a mutually agreed course, or equivalent course at another provider

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.*

©2017 Excelsia College. All Rights Reserved. ABN: 50 360 319 774 CRICOS Provider Code: 002664K

---

## 6 Related Documents and References

[TEQSA – Withdrawing a course/teachout](#)

<https://www.teqsa.gov.au/withdrawing-courseteachout>

Higher Education Standards Framework (Threshold Standards) 2015

TEQSA Application Guide for Registered Higher Education Providers:

- new course accreditation
- renewal of course accreditation for existing providers

PO-COU-01 Course Review and Renewal of Accreditation Policy and Procedure

PO-COU-02 Multi-Streaming Policy

PO-COU-04 Course Development and Accreditation Policy and Procedure

PO-COU-05 Course Structures Policy

PO-COU-06 Professional Accreditation of Courses Policy and Procedure

PO-STU-05 Academic Progress Monitoring and Intervention Policy

---

## 7 Mapped to HESF

The content of this policy is mapped to the HESF: 6.1, 6.2, 6.3, 7.2

---

## 8 Procedure

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.*

©2017 Excelsia College. All Rights Reserved. ABN: 50 360 319 774 CRICOS Provider Code: 002664K

## **PROCEDURE**

### **1. Communication of Teach Out**

- (a) Following a decision to discontinue a course, and within fourteen days of that final decision:
  - i. TEQSA is to be informed of the decision and provided with a teach out plan (in the event of a provider initiated teach out)
  - ii. All student recruitment processes in relation to that course will cease, and marketing material withdrawn.
  - iii. All prospective students are provided with written notification of the discontinuation of the course (which may be sent electronically).
  - iv. All enrolled students are provided with written notification of the discontinuation of the course (which may be sent electronically) and given the opportunity to transfer to other courses of study within or outside the College as desired.
  - v. All staff are provided with written notification of the discontinuation of the course (which may be sent electronically)
- (b) Students and staff in other programs, alumni, stakeholders and the community will be advised of the course teach out in a systematic manner, taking into account the College's legislative, regulatory and public-relations responsibilities and priorities.

### **2. Managing and Monitoring Courses in Teach Out**

- (a) The Academic Board has ultimate responsibility for monitoring the teach out of courses from the perspective of academic quality and integrity and may recommend changes to teach out plans as required.
- (b) With support from the Chief Academic Officer and the Management Committee, the Head of School takes overall responsibility for the management of the teach out of a course or suite of courses. The Head of School is responsible for the development and implementation of operational teach out plans and the management 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, where possible, 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.

### **3. Maintaining Quality in Courses during Teach Out**

- (a) Quality assurance arrangements continue as usual for courses which are in teach out. The Chief Academic Officer will monitor the maintenance of academic standards and quality in learning in the context of any teach out.

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.*

- (b) The responsible Head of School will ensure that regular reports regarding teach out arrangements are made available to relevant committees through the Chief Academic Officer.

#### **4. Monitoring Student Progress in Courses in Teach Out**

- (a) The discontinuation 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 discontinuation 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 in teach out, reporting to the Chief Academic Officer. Reporting will address any potential risks and the interventions 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 Chief Student Services Officer and Academic Registrar will provide semester reports to the Chief Academic Officer 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 published date.
- (d) The Chief Academic Officer 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 apparent that any students will not be able to finish the course according to the agreed teach out plan, the Chief Academic Officer, after exploring available interventions for each student, will report this to the Academic Board as soon as possible. TEQSA must be informed whenever a satisfactory intervention cannot be identified for a student. The Director of Quality will inform TEQSA of the issue of concern at the earliest possible opportunity.

#### **5. Reporting Completion of Teach Out Arrangements**

In the last weeks of the final semester of the teach out period, the Chief Academic Officer will determine the status of the students in the course, and report to the Academic Board. If all students remaining in the course are on track to finish the course requirements by semester-end, the Director of Quality 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.

#### **6. Monitoring Compliance with the Course Teach Out Policy**

The Director of Quality will monitor compliance with the Course Teach Out Policy for each course in teach out, reporting on the details of policy execution to Academic Board and Management Committee.

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.*

©2017 Excelsia College. All Rights Reserved. ABN: 50 360 319 774 CRICOS Provider Code: 002664K

---

## 9 Document History

This Policy has been amended as follows:

Version	Amendments / Date / Notes
3 – March 2016	Alignment of PO-COU-03 to HESF, <i>TEQSA Application Guide for Registered HEPs: New Course Accreditation and Renewal of Course Accreditation</i> , and PO-COU-01 to PO-COU-06. Code change to POL-COU-03.
4 – June 2020	

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.*

©2017 Excelsia College. All Rights Reserved. ABN: 50 360 319 774 CRICOS Provider Code: 002664K

## Appendix A

### Template for Proposing the Teach Out of a Course

#### Rationale for Teach Out

This section should outline the context of the College's academic provision and provide reasons why teach out of a course(s) is being considered. Details should include reference to performance indicators such as recruitment, progression, retention, attrition, completion, achievement, student satisfaction, College profile and course costs/profitability.

#### Consultation and Communication

This section should detail how the exploration of possible teach out 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) Head of School and 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 teach out to all relevant parties listed above.

#### Teach Out Plans

**(a) Student Numbers**

Details of teach out including expected student numbers of each cohort, and the final teach out 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.

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.*