SOUTHERN ACADEMY OF
HIGHER EDUCATION

Southern Academy of Higher Education (SAHE)

Program Discontinuation and Teach Out Policy

Table of Contents

1. Policy Statement 3
2. Scope 3
3. Policy Principles 3
4. Transition Planning for Program/Unit Discontinuation 3
5. Teach-Out Plan 4
6. Teach-Out Procedures 4
7. Discontinuation of a Unit of Study 5
8. Business Continuity 5
9. Fee Refunds 6
10. Appeals 6

1. Policy Statement

The Program Discontinuation and Teach-Out Policy (the 'Policy') and associated procedures provide a framework for discontinuation and teach-out arrangements for a program offered by the Southern Academy of Higher Education ('SAHE' or the 'Academy'). This Policy is designed to help ensure that in the event of discontinuation of a SAHE program, there are appropriate teach-out arrangements in place and that students are not unduly disadvantaged in accordance with the Higher Education Standards Framework (Threshold Standards) 2021.

1.1 Definitions

For definitions, please refer to the '*Dictionary of Terms'*.

2. Scope

This Policy applies to all students and staff of SAHE.

3. Policy Principles

a. SAHE will ensure that decisions on discontinuation are made considering all factors, including the potential impact of the discontinuation on students.

b. SAHE will ensure that there is a credible Business Continuity Plan and adequately resourced financial and tuition safeguards to mitigate disadvantage to students who are unable to progress in a program of study due to unexpected changes to the Academy's award program including if SAHE is unable to provide a program of study, ceases to operate as a provider, loses professional accreditation for a program of study or is otherwise not able to offer a program of study.

c. SAHE will advise students of any discontinuation in writing and ensure each student is provided with an individualised program map for the teach-out period to ensure that they have fair and equitable opportunities to graduate from their program.

d. Enrolled students will not be unduly disadvantaged by the discontinuation of the SAHE program of study and will have the opportunity to complete their program within a reasonable time frame, achieving the learning outcomes of the program.

e. The quality of the program and supporting resources will be maintained until the end of the teach-out period.

4. Transition Planning for Program/Unit Discontinuation

a. SAHE may decide to discontinue a program of study for several reasons including but not limited to:

i. changes in student demand;
ii. a change to strategic positioning in a particular market; or
iii. a major program revision following a formal program review process in accordance with the *Program Development and Review Policy and Procedure*; or
iv. TEQSA's decision to not renew or cancel the accreditation of a program while students are enrolled in that program.

b. Once the decision has been made to pursue possible discontinuation of a program, the Dean, in consultation with relevant academic and professional staff, will draft a formal proposal for the Academic Board.

c. The proposal for the discontinuation of the program will outline:

i. reason/s (academic, strategic and financial) for the discontinuation;
ii. whether there is a replacement program proposed;
iii. the number of students currently enrolled and their level of progression;

iv. an explanation of how students enrolled in the program will be helped to either complete the program or transition to another program of study; and
v. how stakeholders have been or will be consulted about the discontinuation.

d. The Dean will forward the draft proposal to the Chair of the Academic Board, who may refer the proposal to the Chair of the Course & Industry Advisory Committee for advice.

e. Following Academic Board endorsement, the proposal will be presented to the Governing Council for final approval.

f. Once the Governing Council approves the discontinuation proposal, the Dean will develop and implement a Teach-Out Plan for the discontinued program.

g. All stakeholders will be informed of the Program/Unit discontinuation.

5. Teach-Out Plan

When a decision is taken to discontinue a program of study the following procedures will be applied to develop and implement a Teach-Out Plan.

a. In consultation with the Program Managers, the Dean will prepare a Teach-Out Plan that addresses the needs of all cohorts of students currently undertaking the program that is to be discontinued for submission to the Academic Board for approval. The Teach-Out Plan will be considered by the Course & Industry Advisory Committee and approved by the Academic Board.

b. The Teach-Out Plan will include:
i. program delivery mapping demonstrating that the student cohort will have a reasonable opportunity to complete the discontinued program and will not be disadvantaged;
ii. program completion mapping for individual students with decisions regarding graduation dates and transition options;
iii. identification of alternative programs at other higher education providers where the students may transfer to, based on prior agreements of credit transfers;
iv. the relevant procedures and/or policies to assist students' transfer to another higher education provider along with mapping of the units to be completed;
v. details of any financial or educational impact on students in the event of a transfer.

c. The Dean will advise the administration staff that the program will be discontinued, and the date of final intake.

6. Teach-Out Procedures

Students during transition and teach-out mode will be provided with academic support and mentoring to enable them to successfully complete the program.

- *Communication*

a. The Dean will develop a communication plan in consultation with the Program Managers and the Student Services Manager to advise impacted students (or prospective students with offers for subsequent intake periods) that the program will no longer be offered.

b. The communication plan will include:
i. final program completion dates and teach-out period;
ii. transition arrangements or amendments to students' study schedules;
iii. study options available to students;
iv. student support options and advice.

c. The Dean will write to all affected students explaining the Teach-Out Plan and detailing all available options for students.

- *Individual Program Maps*

d. Each student will be given specific and personal advice in the form of individual program mapping to complete the discontinued program of study.
e. The Program Managers in consultation with lecturers/tutors will be responsible for preparing and supplying individual program maps for all students to assist in mapping their progression to completion within the designated teach-out period. This will ensure timely progression based on the students' current enrolment pattern.
f. Individual program maps of the impacted students will be reviewed each semester by the Program Manager to ensure that timely progression is maintained, and any progression issues resolved.

- *Student Mentoring and Other Support Services*

g. The Dean will liaise with the Learning Support Manager regarding any changes to service delivery associated with the Teach-Out Plan and the provision of specialised support services for affected students. For further details on the student support services offered by SAHE, please refer to the *Student Support Services Policy*.
h. The Dean or nominated Program Managers will hold scheduled meetings with students to explain the Teach-Out Plan and to address any concerns. The Learning Support Manager will be nominated to deal with student enquiries about the Teach-Out Plan.
i. The Dean is responsible for providing regular reports on the Teach-Out Plan to the Academic Board.

7. Discontinuation of a Unit of Study

a. SAHE may decide to discontinue a unit of study following a formal program review process in accordance with the *Program Development and Review Policy and Procedure.*
b. A proposal to discontinue a unit will be presented by the Dean to the Academic Board for approval.
c. If the Academic Board approves the proposal, it will be presented to the Governing Council for noting.
d. If the unit is an elective unit of study, alternative elective units will be offered to students in its place.
e. If the unit is a core unit of study students will be given at least 12 months written notice of the decision to discontinue the unit of study, and any alternative arrangements being made for those students unable to take the unit within the 12 months.
f. Alternative arrangements may include replacing the core unit with another core unit or with an elective unit or arrangements to study the unit at another higher education provider.

8. Business Continuity

a. SAHE has a detailed, Governing Council approved, Business Continuity Plan that includes information about SAHE being adequately resourced financially. The tuition fee safeguards are in place to mitigate disadvantage to students in the Bachelor of Business who are unable to progress in the program due to unexpected events where SAHE is unable to continue to offer the program.

b. SAHE is financially and strategically well-placed to succeed when operating as a higher education provider and SAHE is able to draw upon the ample and irrevocable financial guarantees from the Directors.
c. Students will be able to receive refunds and or transition successfully to an equivalent program of study in accordance with the *Refund Policy* and this Policy respectively.
d. The Commonwealth Government's Tuition Protection Scheme (TPS) protects fees paid in advance by international students. Further details on the TPS are available at www.tps.gov.au.
e. SAHE will seek acceptance into the Tuition Protection Scheme (TPS) after its registration and program accreditation applications are approved by TEQSA.
f. For further details, please refer to the *Tuition Protection Plan* and *Statement of Tuition Assurance.*

9. Fee Refunds

Students may apply for a refund of fees in accordance with the *Refund Policy*.

10. Appeals

A student may appeal against a decision made under this Policy. The grounds for appeal are that the decision is inconsistent with this Policy. Appeals will be considered in accordance with the *Student Grievance Management Policy and Procedure*.

Version Control

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Review	The Governing Council will review this Policy in accordance with the Southern Academy of Higher Education *Policy Documents Review Schedule*.
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Policy Custodian	Dean
Policy Contact	Dean
Higher Education Standards Frameworks (Threshold Standard) 2015 (Cth)	B1.1 "Higher Education Provider" Category Standard 6.2
Benchmarking Institutes	University of the Sunshine Coast Australian Institute of Higher Education S P Jain School of Global Management Excelsia College
Related Document	Dictionary of Terms Program Development and Review Policy and Procedure Refund Policy Student Grievance Management Policy and Procedure
Related Legislations	Higher Education Standards Framework (Threshold Standards) 2021 (Cth) Copyright Act 1968 (Cth)