
Course and Module/Unit Discontinuation Policy

Policy/Document Approval Body:	Academic Board
Date Created:	18 th January 2011
Policy Custodian:	Dean of Engineering
Policy Contact:	Accreditation Manager
File Location:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
Location on EIT website:	http://www.eit.edu.au/organisation-policies
Review Period:	Three years
Revision No:	5
Date of Revision:	28 August 2013
Definitions:	<p>Course: A required combination of units/modules that lead to a specific qualification.</p> <p>Discontinuation: The cessation of the availability of a unit/module or course. If a course or unit/module is discontinued, no new enrolments will be accepted.</p> <p>Unit/Module: A unit/module is a subdivided component within a course. A combination of required units/modules (i.e. core units plus specified elective units) and general elective units make up a course.</p>
Purpose:	The purpose of this policy is to set out the requirements for course and unit/module discontinuation.
Scope:	This policy is relevant to all EIT students and staff
Overview:	As part of the continuous strategic academic planning processes, the EIT may choose to alter or discontinue existing courses or course units/modules. Courses may be altered or discontinued for a variety of reasons, including reaccreditation, relevance, available resources, demand or strategic direction. If sufficient rationale is provided and a decision is made to discontinue a course, the relevant staff and students need to be notified and provided with options regarding continuing or alternative study. Unit/module cancellations are further addressed in the unit offerings policy.
Essential Supporting Documents:	
Related Documents:	<ul style="list-style-type: none">- Transition to Training Packages_Expiry of VET Accredited Courses Policy- General Unit Policy- Course and Unit Amendment Policy

As part of EIT's Strategic Planning, all academic offerings are reviewed on a continuous basis to ensure they meet the operational and strategic goals of the EIT. Academic offerings will be reviewed in terms of relevance, demand, quality and deliverability. Courses and units/modules may also come under review due to reaccreditation requirements, requests or feedback received from lecturers, students and/or administrative staff.

Discontinuing a Course or Module/Unit

1. Based on a submission by the Dean, the Academic Board may recommend that a Course or module/unit be discontinued. The Academic Board must provide reasoning for the approval of a discontinuation as well as a statement of the implications of the change. Feedback must be provided by the relevant course co-ordinators, lecturers, administrators and cohort for consultation.. Final approval of the discontinuation of a Course or module/unit is to be made by the Governance and the Dean.
2. Justification – The decision to discontinue a course or module/unit will impact staff and students alike, and an acceptable rationale must be provided, indicating reasons, such as:
 - a) lack of resources (staff, materials etc.)
 - b) loss of accreditation or recognition
 - c) low quality of the program (materials and staff)
 - d) economic climate
 - e) consistent low enrolment
 - f) lack of relevance and demand in the 'real-world' (i.e. job prospects for students)
3. If the Governance Board approves the discontinuation of a course or module/unit, all relevant staff must be notified by the Dean.
4. The designated administrative staff must provide written notification to all students currently enrolled in a discontinued course or module/unit within 1 calendar month of the Governance Board's decision. Students must be advised of:
 - a) The effective date of course discontinuation
 - b) Rationale behind the decision to discontinue the course
 - c) Options relating to their completion of the course
5. No new enrolments will be accepted into the specified course. For any pending applications or enrolments, students must be notified and where possible transferred to an alternative EIT course or provided with a refund of any fees already paid.
6. Where possible, all students enrolled in a course at the time of discontinuation must be allowed the opportunity to complete the course under the advertised structure and timeframe at the time of their enrolment, and in accordance with any specified teach out periods determined by the VET regulator.
7. Students wishing to defer their studies will not be able to re-enrol in the course in future, as it will not be offered. Students who previously enrolled in the discontinued course and deferred their studies, or students currently enrolled in the discontinued course wishing



to defer their studies will need to discuss options with a course co-ordinator. Options include:

- a) Transferring to an alternative EIT course and receiving credit where possible
- b) Transferring to a course with an alternative institution. EIT will assist students to apply for and receive credit where possible from existing EIT course units.
- c) If the above options are not available, EIT will provide students with a statement of attainment for units/modules successfully completed, and refund any fees for units not completed which have already been paid for by the student.