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## Course and Unit Discontinuation Policy

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<b>Policy/Document Approval Body:</b>	Academic Board
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<b>Policy Contact:</b>	Accreditation Manager
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<b>Review Period:</b>	Three years
<b>Revision No:</b>	3
<b>Date of Revision:</b>	18 <sup>th</sup> February 2011
<b>Definitions:</b>	<p><b>Course:</b> A required combination of Units that lead to a specific qualification.</p> <p><b>Discontinuation:</b> The cessation of the availability of a Unit or Course. If a course or unit is discontinued, no new enrolments will be accepted.</p> <p><b>Unit:</b> A Unit is a subdivided component within a course. A combination of required Units (i.e. core Units plus specified elective Units) and general elective Units make up a Course.</p>
<b>Purpose:</b>	The purpose of this policy is to set out the requirements for Course and Unit discontinuation.
<b>Scope:</b>	This policy is relevant to students and EIT administrators and lecturers.
<b>Overview:</b>	As part of the continuous strategic academic planning processes, the EIT may choose to alter or discontinue existing courses or course units. Courses may be altered or discontinued for a variety of reasons, including 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 cancellations are further addressed in the Unit Offerings policy.
<b>Essential Supporting Documents:</b>	
<b>Related Documents:</b>	<ul style="list-style-type: none"><li>- General Unit Policy</li><li>- Course and Unit Amendment Policy</li></ul>

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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



may also come under review due to requests or feedback received from lecturers, students and/or administrative staff.

### **Discontinuing a Course**

1. Based on a submission by the Dean, the Academic Board may recommend that a Course 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. A meeting must also be arranged with the current course co-ordinators, lecturers, administrators and cohort for consultation on their feedback and opinion. Final approval of the discontinuation of a Course is to be made by the Governance Board and Dean.
2. Justification – The decision to discontinue a course 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, all administrators and lecturers must be notified by the Dean.
4. The designated administrative staff must provide written notification to all students currently enrolled in a discontinued course 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.
6. 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.
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 certificate of attainment for modules successfully completed, and refund any amounts of units not completed which have already been paid by the student.

### **Discontinuing a Unit**

1. Based on a submission by the Dean, the Academic Board will review requests for the discontinuation of units within a course. These requests may originate from unit lecturers, course co-ordinators, students or administrative staff. Sufficient justification for the request must be provided for it to be considered, and the decision must be made in the best interests of the quality of deliverance of the course overall. Justification may include reasons such as:
  - a) lack of resources (staff, materials etc.)
  - b) low quality of the program (materials and staff)
  - c) redundant or outdated information and material (due to changing standards/technology, industry requirements)
  - d) irrelevance to the overall course objectives
2. The Academic Board must discuss the request with all affected lecturers and academic staff to ensure adequate consideration is given to any potential impacts of the decision, and to ensure there are no unintended consequences.
3. The EIT reserves the right to discontinue units within a course, providing that the decision does not lower or undermine the quality of the course or learning experience for the students. The EIT may discontinue units within active courses (courses which currently contain enrolled students) provided the unit in question is not currently being undertaken. If the unit in question is currently being undertaken, students must be allowed to complete the unit within the structure/timeframe advertised at the time of enrolment. Only once these students have completed the unit may it be discontinued.
4. If a decision is made to discontinue a unit, lecturers and administrative staff must be notified immediately.
5. If a decision is made to discontinue a unit, students must be notified within one calendar month of the decision, or prior to the date of commencement of the unit. Students must be provided with information regarding:
  - a) The effective date of unit discontinuation
  - b) Rationale behind the decision
  - c) Available options and impact of the decision
6. If a decision is made to discontinue a unit, a replacement unit may be inserted. Alternatively, the discontinuation of the unit may result in the amendment of subsequent units, (such as the expansion of material covered, additional assignments/project work provided and additional lectures offered to ensure students are receiving the appropriate amount of contact hours and assessment.



7. The Academic Board may delay discontinuing units to accommodate the requirement that students are entitled to complete course structures in which they initially enrolled.