

Course Cancellation Policy

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Responsible Officer		Director, Academic Services		
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1. Introduction

Eton University is committed to ensuring minimal disadvantage to students which may result from the cancellation of a course or any of its components (e.g. location, study mode).

2. Definitions

Course cancellation: cancelling the registration and/or accreditation, and/or delivery of a course.

Genuine disadvantage: a student may be genuinely disadvantaged if transferring to the replacement qualification or accredited course would mean one or more of the following applies to the student:

- a requirement to undertake additional subjects or units of competency
- a fundamental change in the structure or content of the course
- a significant change in training venue or delivery mode
- the outcome of the replacement course is not recognized by an industry licensing/regulatory body
- an additional financial expense

Teach-out: allowance for students to complete all requirements in an expired or soon to be expired course within a specified time period, resulting in the student being awarded the qualification. During a teach-out period, no new students will be enrolled in the course.

Transition: all actions required to transfer students from an existing course to a replacement course.

3. Scope

This policy applies to:

- all Eton University courses
- all students enrolled in Eton University courses including deferred students
- all campuses
- all staff.

4. Principles

- Eton University ensures every course offered is current, sustainable and cost effective.

- The University employs a structured and well-managed approach to students' teach out from an expired or soon to be expired course or transition to a new course. The University will use all reasonable efforts to ensure that students impacted by the cancellation of a course or its components are not genuinely disadvantaged.
- The University ensures enrolled students in teach-out courses have the opportunity to complete the course within a time frame prescribed by relevant regulatory bodies, legislations and the University's policies.
- The University maintains the quality of teach-out courses and supporting resources to the end of the teach-out period.
- The University provides assistance, where possible and within limits, to students who have been genuinely disadvantaged resulting from the cancellation of a course.

5. Drivers for cancellation of a course or its components

- The course accreditation period has expired or has been superseded
- The course no longer meets relevant regulatory and/or professional accrediting bodies' requirements or standards.
- The course or its delivery in specific location/s and/or delivery mode no longer aligns with the University's strategic plans and priorities.
- There is limited interest in the course as evidenced by low enrolments.
- Course review processes may indicate that maintaining currency in regards to curriculum, facilities and resources will result in the course being unsustainable.
- The University has made changes to the course to the extent that it no longer has the same substance as the course in which students originally enrolled.
- The University is not able to deliver the course to a standard sufficient to meet learning outcomes.
- The University has ceased to be a provider.
- The University's status as a provider has been revoked.

6. Approval to cancel a course or any of its components

In consideration of the circumstances outlined in section 5 of this policy, the General Manager may decide to:

- cancel an existing course (including upgrading the course to a new version of the same course or cancel a course in favor of a new and different course)
- cancel a course offered at a specific Eton University location or delivery mode
- close an Eton University location
- cease any further intakes and current delivery

7. Impact of course cancellation

If a course or any of its components will be cancelled, the Program Director (or delegate) will develop a Teach-out and/or Transition Plan for individual students enrolled in the course and student cohorts currently enrolled in the course, with particular regard to:

- options available to students
- transition arrangements, if applicable. Transition needs to be offered to students as an option, rather than mandatory.

- potential genuine disadvantage for students transitioning, and associated mitigation strategies. Mitigation strategies can include financial arrangements, modified course requirements, and modified course delivery arrangements
- teach out arrangements, if applicable
- alternative arrangements if teach-out or transition of enrolled students is not possible

The development of the Teach-out and/or Transition Plan will be supported by Academic Services. The Plan needs to take account of all enrolled students, including those on approved leave, and degree of course completion. This Plan requires approval by the General Manager and Learning and Teaching Committee.

8. Notification to students

The Program Director (or delegate) will notify affected students of the cancellation through the usual University means of communication. Students must be informed of their options including transition arrangements that will be put in place. No affected students will be notified of the cancellation until such cancellation has been approved.

9. Teach-out and transition

9.1 Vocational Education and Training

Students enrolled in a superseded course that is deemed equivalent will have the opportunity to:

- complete all training and assessments, and be issued relevant RQF certification within one year of the replacement course being published, or
- transition to the equivalent qualification within one year of the replacement course being published

Students enrolled in a superseded course that is not deemed equivalent will have the opportunity to:

- complete all training and assessments, and be issued relevant RQF certification within one year of the replacement course being published, or
- transition to an alternative course, or
- transition to the replacement qualification within one year of the replacement course being published.

9.2 Higher Education

Students enrolled in a superseded HE course that is deemed equivalent will have the opportunity to:

- complete all course requirements, and be issued relevant certification, or
- transition to the equivalent qualification as indicated in the approved Teach-out and Transition Plan.

Students enrolled in a cancelled HE course for which there is no equivalent will have the opportunity to:

- complete all course requirements, and be issued relevant certification; or
- transition to an alternative course

9.3 Assistance

Students will be assisted to complete the course within the designated period or be offered the opportunity to complete their course at another campus or to transfer to another course.

In cases where students need to complete additional subjects resulting from the cancellation of a course, they may be offered a discount to mitigate the financial impact of the change.

Where a student is not able to complete the course within the teach-out period, assistance will be provided for the student:

- to complete the remaining subjects at another location or delivery mode (in cases where a course was cancelled only for delivery in specific location or mode)
- to transfer to another course, or
- to take an early exit option, if appropriate, or
- in exceptional circumstances, to complete their course at another institution.

If possible, the cancelled course will continue to be delivered during the teach-out period although elective choices may become more limited towards the end of that period.