

# Teach-out and Student Transition Procedures

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## 1. Governing Policy

[Award Courses Policy](#)

[Enabling Courses Policy](#)

## 2. Purpose

These procedures prescribe how Flinders University will:

- a. manage, inform and support students where the University implements course teach-out and/or transition arrangements as the result of a course or course component change or discontinuation, as defined in the [Award Courses Policy](#)
- b. ensure the University meets its regulatory obligations in transitioning students who are impacted by a course or course component name change, by mitigating any disadvantage to students (not meeting these obligations can lead to significant regulatory and financial penalties)
- c. ensure the impact on students is identified and minimised through the timing of course or course component discontinuations and the implementation of Course Teach-out and Transition Plans.

## 3. Scope

These procedures:

- a. apply to students in coursework award courses, including students in enabling courses
- b. do not apply to students in Higher Degrees by Research awards, non-award courses or microcredentials.

## 4. Definitions

### Course Teach-out and Transition Plan

The plan developed to identify how:

- a course will be phased out to achieve a status of discontinued (not currently offered or admitted students)
- students will be transitioned from a discontinued course or course component, to ensure there is no disadvantage and minimal disruption to their student experience.

<b>Impacted students</b>	<p>Students who are affected by the University's decision to discontinue a course or course component. Impacted student cohorts may include (but are not limited to) students in the following stages:</p> <ul style="list-style-type: none"> <li>• applied</li> <li>• offered</li> <li>• admitted</li> <li>• enrolled</li> <li>• Leave of Absence (LOA).</li> </ul>
<b>Disadvantaged students</b>	<p>Students who cannot be transitioned to a new course without disadvantage. Disadvantage can be the result of:</p> <ul style="list-style-type: none"> <li>• no equivalent or similar course or component version available</li> <li>• change in course duration and/or cost (including impacts to scholarships received)</li> <li>• change in accreditation status</li> <li>• significant changes to topic availability that impacts a student's ability to complete within the duration of the course.</li> </ul>
<b>Course discontinuation</b>	<p>Where a course has formally been approved to be discontinued, through the relevant approvals as stipulated in the Award Course Policy.</p> <p>When a course has been approved for discontinuation, but the course:</p> <ul style="list-style-type: none"> <li>• has current student enrolments</li> <li>• continues to be accredited</li> <li>• cannot admit any new students or readmit any students who are withdrawn due to being absent without leave approval (AWOL).</li> </ul>
<b>Course component</b>	<p>See s.3.3 of the <a href="#">Award Courses Policy</a>.</p>
<b>New course version</b>	<p>Where changes to a course do not impact its equivalency (i.e. duration/units, title, learning outcomes), the revised course will be considered a new version of the existing course.</p> <p>Where substantial changes are made to a course that impact its equivalency to the existing course it is deemed a new course and is subject to approval as such under the Awards Courses Policy.</p>

## 5. Procedures

### 5.1. Planning

- a. To minimise the impact on students and ensure adequate timing for implementation, approval to discontinue a course or course component or for a new course or course component version, must be sought at least six (6) months prior to the opening of enrolments. This ensures clarity of course offerings for prospective students leading up to the opening of applications for the next year, and for current students to plan, and seek advice if needed, for their future enrolments.
- b. If discontinuation of a course or course component is approved in accordance with the [Award Courses Policy](#), the course or course component will be placed into 'teach-out' status. The discontinued course or course component may or may not be replaced by a new version or new course.

- c. The course teach-out period must be planned to ensure adequate time is provided to consult and communicate with students, any impact to students is minimised and the course teach-out plan can be successfully completed.
- d. As part of the proposal for course or course component discontinuation, the Dean (Education) (or delegate) will prepare a Course Teach-out and Transition Plan in consultation with Student Administration Services, Academic Quality and Enhancement and Flinders International. Student feedback must also be sought when preparing the plan.
- e. The Course Teach-out and Transition Plan will:
  - i. list the impacted course(s), course component(s) and student cohort(s) affected by the discontinuation
  - ii. identify any students who will be disadvantaged by the discontinuation
  - iii. articulate transition and/or teach-out arrangements for each of the affected student cohorts
  - iv. identify impacted external parties (including third-party teaching partners, professional accreditation bodies, CRICOS register, SATAC, and others as relevant).
- f. Where the discontinued course will not be replaced by a new course or new version, all existing students are considered disadvantaged.
- g. The maximum allowable time for teach-out (if not transitioning to the new course or new version) is outlined in s.5.4.d of this procedure.

## **5.2. Implementation**

- a. From the approved effective date of the course or course component discontinuation, the University will:
  - i. cease admission of students into the course or course component
  - ii. cease advertising, promotion and marketing the course or course component as available to students
  - iii. remove the course or course component from the CRICOS register of approved courses for international student admission (if applicable)
  - iv. advise any third parties of the course or course component discontinuation as identified in a Course Teach-out and Transition Plan.
- b. International students on a student visa will not be transitioned until a new Offer and Confirmation of Enrolment (CoE) is issued and has been accepted by the student.

## **5.3. Transitioning students**

- a. Students who will not be disadvantaged by transitioning to the new or similar version of a course or course component will normally be transferred to the new or similar version of a course or course component.
- b. If a student is in the final two years of their course and the course or course component is being replaced by an equivalent or similar course or component, they may elect to remain enrolled in the discontinued course. Students who elect to stay enrolled in the discontinued course or component will need to update their study plan to align with the new or similar course and topic availabilities. Students will have 24 months for every 36 units of EFTSL remaining. Students who have not completed within the timelines will be required to transfer to the new or similar course/course component.

c. The timelines for transitioning will depend on the stage of study a student is at, as follows:

Replacement/ alternative	Stage of study	Transition timeframe*
Equivalent course or course component available	72 units or more remaining	12-month transition arrangement Transfer of students still active after 12 months
	Less than 72 units remaining	Student may elect to remain in the discontinued course with new study plan with a maximum 24 months for every 36 units remaining (refer s.5.3.b)
Similar course or course component available or similar course or course component version available	Less than 72 units of study remaining	Maximum 24 months for every 36 units remaining (refer s.5.3.b) Students may choose to transfer to the similar course or course component earlier
	72 or more units of study remaining	12-month transition arrangement Automatic transfer of students still active after 12 months
Name change only – course or course component substantially the same	All students	12-month transition arrangement Automatic transfer of students still active after 12 months

\*timeframe is from the effective date of teach out period.

d. Students will be given the option of transferring to the new course or version in the next available teaching period.

#### 5.4. Teach-Out

- Students unable to transition without disadvantage, will be provided a teach-out plan within six weeks of Courses and Admissions Committee approving the course or course component discontinuation.
- The teach-out period for each student will depend on the units remaining for the student.
- The teach-out plan must demonstrate how the student can complete the course to which they were originally admitted or how they will be transitioned to a mutually agreed alternative course, without disadvantage.
- A student's teach-out plan will provide 24 months for every 36 units (1 EFTSL) remaining for a student to complete the requirements of the discontinued course.
- Impacted students will be notified via their Flinders email account and any other communication channels as identified as appropriate for the cohort of their option to transfer to the new course/version or stay enrolled in the existing course and complete under the teach-out plan.
- Students who do not transfer, must follow their study schedule as defined in the teach-out plan to ensure they can complete their course within the teach-out period.
- The College Student Administration Services team will monitor the progress of students and provide reminders of the maximum allowable time and course teach-out completion date.
- If a student is at risk of not completing their course within the stipulated teach-out period, the College, in partnership with Student Administration Services and the International Student Services team, will consider potential courses of action depending on the student's eligibility and specific circumstances:

- i. facilitate the student's transfer to an alternate course or course component, or
- ii. investigate an alternative exit award for the student, or
- iii. issue a release letter to an international student (where applicable) who chooses not to continue at Flinders.

### **5.5. Student Communication**

- a. The Dean (Education) (or delegate), in consultation with Student Administration Services, Flinders International and FUSA will prepare a communication plan for all affected students. The communication plan will support the Course Teach-out and Transition Plan.
- b. The Dean (Education) and College Student Administration Services will advise current students of the course or course component discontinuation. Where students are being transitioned, the communication will clearly outline the timeline for transitioning.
- c. To prevent miscommunication and incorrect enrolment, all students will receive a personalised transition or teach-out study plan detailing what studies they have completed and what topics they are required to complete during the transition or teach-out to complete their award.
- d. Every effort should be made to give students six (6) months' notice in advance of the discontinuation.
- e. Where a change has the potential to affect professional accreditation or registration, the College is required to seek confirmation in writing from the accreditation authority that students' eligibility for registration will not be impacted by the change in course to ensure students will still achieve the required registration and this should be clearly communicated to students.
- f. Students identified as 'impacted students' in the Course Teach-out and Transition Plan will be:
  - i. advised of the discontinuation and timeline for completing the course
  - ii. provided with an individualised study plan
  - iii. advised of the consequences of not completing the course within the teach-out period, including any impact to fees and, for international students, their CoE and student visa.
- g. Where a course discontinuation impacts applicants, including those who have accepted an offer and have been admitted into a course (but not yet enrolled), the College Dean (Education) will work with Domestic Admissions and Flinders International to coordinate communications to affected students.
- h. Students with an active offer or admission (but no enrolment) to the course or course component must be advised of the course discontinuation and be offered an alternative course (if one is available).
- i. In all cases, communication should be viewed through a consultation/negotiation lens.

## **6. Forms**

[Course Teach-out and Transition Plan template](#)

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<b>Responsible Officer</b>	Director, Student Administration Services
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\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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