

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Course Discontinuation Policy</h2>
Document Type	Policy
Administering Entity	Academic Board, Academic Regulations and Course Development Committee, Vice President – Academic, Course Directors/Deputy Directors (Deans/ Assistant Deans), Vice President – Administration, Registrar
Latest Approval/ Amendment Date	May 01, 2019
Last Approval/ Amendment Date	August 09, 2018 (previously titled Teach Out Policy)
Approval Authority	Board of Directors
Indicative Time of Review	April 30, 2021

1. Purpose and Scope

- a. The purpose of the Course Discontinuation Policy is to ensure clarity of information in the event that S P Jain School of Global Management (S P Jain) discontinues a course of study through teach-out provisions and that, in particular, students' interests are protected.
- b. This policy document applies to courses of study where the School decides on discontinuation or disestablishment of the course. This decision could be due to several reasons including but not limited to low student enrolment, major revision, or a strategic change in the School's business plans.
- c. This policy document also applies in the unlikely event that a course/s of study, or the School is not approved by an external regulatory or accreditation bodies including TEQSA, resulting in the course being approved in "teach-out mode".
- d. This policy is consistent with the Higher Education Standards Framework (Threshold Standards) 2015 and aims to mitigate disadvantage to students in case the School is compelled to discontinue a course of study.
- e. The policy applies to all courses offered by S P Jain regardless of mode or location.

2. Key guidelines for provider-initiated discontinuation of a course of study

- a. The decision to consider discontinuation or disestablishment of a course of study will be approved by the Board of Directors (BoD) in consultation with, or as recommended by, the Academic Board. In deciding to discontinue a course, the BoD will conduct a detailed review and consideration of various factors such as the School's strategic plans, course performance, student enrolments etc.
- b. As part of the decision-making process, the BoD will notify the Academic Board (AB) of its decision to consider discontinuation or disestablishment of a course of study and request for a further deliberation and detailed review by the Course Director (Dean) and the Academic Regulations and Course Development Committee (ARCDC).
- c. The Course Director (Dean) and the ARCDC will do a detailed review in consultation with and post receipt of feedback from current faculty.
- d. The ARCDC will revert to the AB for approval of teach-out for a course along with:
 - i. A strategic teach-out plan for the course, following mapping activities to identify equivalent course options, that would include details of the following:
 - Appropriate internal course transfer options which will be made available to the students to enrol in alternative courses at the School
 - Identification of alternative courses at other institutions where the students may transfer to, based on prior agreements on credit transfers
 - The other procedures and/or policies to assist students' transfer to another institute along with mapping of the subjects to be completed
 - Details of any financial or educational impact to students in the event of a transfer.
 - ii. A detailed teach-out plan for the course as per Section 3 of this policy for the "Procedural Guidelines for Course Teach-out Plan".
- e. The AB will take into consideration the ARCDC's report and will recommend to the BoD a specific teach-out plan for the course under consideration.
- f. The final decision to consider the discontinuation or disestablishment and teach-out for a course of study will be deliberated and approved by the BoD.
- g. The Vice President – Academic or a staff delegated by the BoD will liaise with TEQSA and notify the agency of the School's intention to discontinue the course with the detailed course teach-out plan.
- h. Based on TEQSA inputs, if needed, the course teach-out plans and timelines will be modified.
- i. The modified plan (if any) will be recommended by the AB to the BoD for its approval.

3. Key guidelines for TEQSA initiated teach-out

- a. In the event that a course is discontinued by TEQSA and the course is approved in 'teach-out mode', the BoD will approve an appropriate course of action and plan that follows the procedural guidelines for teach-out as set below. The maximum length of TEQSA accreditation of courses in teach-out mode is usually 2 years.

4. Procedural Guidelines for teach-out plans for courses in teach-out mode

- a. The Academic Board will determine the last intake date for the course.
 - i. It should be ensured that there is no further marketing or promotion activities after the last intake date for the course has been determined.
 - ii. All educational agents and external partners must also be informed of the teach-out plan as soon as is practicable. It should be ensured that the agents do not disseminate any information about the course after the last intake date.
 - iii. The details about the course should be removed from the School's website and marketing materials immediately after the decision to that effect.
- b. Determine the completion dates.
 - i. This should be done for the current intakes and for the last intake for the course of study after seeking legal consultation ensuring that any disadvantage to students is mitigated.
- c. Prepare schedules and detailed teaching plans after ensuring that student interests are adequately protected.
 - i. Review the existing student enrolments in the course of study and anticipate continuing student load for the teach-out period.
 - ii. Identify and detail any available and appropriate alternative pathways or courses.
 - iii. Make teaching plans and schedules including any planned accelerated study periods and subject streaming to make class sizes viable without compromising the integrity of the course, or negatively impacting a student's progress or visa conditions.
 - iv. Prepare course progress plans towards ensuring that students are supported to complete the course in teach-out mode within the completion date without disadvantage.
- d. Review each enrolled student's profile and prepare individualised course maps including support mechanisms.
 - i. Individual student course maps should also detail any alternate subjects/units of study which can be offered to each student.
 - ii. Review and monitor individual course progression to enable adherence to course completion dates.
 - iii. Take into consideration any relevant context or special needs of the particular student.

- e. Include in the teach-out plan, management of exceptions toward ensuring that students are not unreasonably disadvantaged (including financially) due to their exceptional circumstances. For example:
 - i. Contingency subjects/study options (e.g. independent study) that can be offered to the students for exceptional circumstances e.g. serious illness
 - ii. Managing students with academic suspensions
- f. Ensure appropriate communication to students.
 - i. All students impacted by the teach-out must be advised in writing (draft letters vetted by legal counsel) explaining the need for the decision and all details pertaining to completion of the course.
 - ii. Advise students the point of contact where needed to discuss or clarify the discontinuation process and field any questions or concerns. Follow up meetings and consultation should be conducted to address individual student concerns and queries.
 - iii. Where relevant, international students onshore in Australia may be directed to the Tuition Protection Service (TPS) administered by the Commonwealth Government.
- g. Once the teach-out plan is implemented the School will:
 - i. Monitor student progress every semester
 - ii. Annually review and update individual student course plans
 - iii. Ensure ongoing compliance with the Threshold Standards, the ESOS Framework and other legislative or professional accreditation standard during the teach-out period.

5. Student Grievances

- a. The School recognises that students may experience concerns or distress in the event that a course is discontinued and is committed to ensuring the well-being and academic success of each student affected. In the event that a student wishes to submit a grievance, the School will follow the process for grievances and complaints as detailed in the Student Grievance and Mediation Policy and Procedures.

Related Documents

- a. Course Credit Transfer and Articulation Guidelines and Procedures
- b. Credit Transfer and Articulation Policy
- c. Student Grievance and Mediation Policy and Procedures