



Course Discontinuation Policy

Policy Area: Academic Governance

Approval: Chairperson, Board of Directors

Signature: *M. J. Smith* Date: 11/8/2021

1. PURPOSE AND SCOPE

This procedure sets out the actions required where a course or courses are to be closed. This policy and procedure applies to any Sheridan course under consideration for closure.

2. RESPONSIBILITY AND ACCOUNTABILITY

Initial approval of policy and later amendments:	Board of Directors
Amendment of procedures consistent with the policy:	Executive Principal, Academic Principal
Distribution of policy:	Executive Principal, Academic Principal
Implementation of policy:	Executive Principal, Academic Principal, Head of Department, Course Coordinator, Board of Directors, Academic Council
Monitoring and compliance of policy:	Academic Council
Evaluation and recommendations for amendments:	Executive Principal, Academic Principal, Head of Department, Course Coordinator, Academic Council

3. POLICY

Review of Courses

As part of its ongoing due diligence, Sheridan regularly reviews its course offerings taking into account the:

- contribution of each course to Sheridan's mission, vision, and values.
- strategic value of each course to the Sheridan's overall course profile;
- the history of each course and its reputational value to students, staff and stakeholders;
- financial viability of the course with respect to current market conditions.

As a result of these reviews, certain courses may from time to time be targeted for amendment, amalgamation or closure.

Closure of Courses

Course closure is seen as a significant event in Sheridan's life, and implications for Sheridan's academic, spiritual and financial health are assessed with respect to any proposed course closure.

Course closure is proposed only after significant formal and/or informal consultations as appropriate within the limits of privacy and commercial confidentiality.

If closure of a course is deemed appropriate, senior management will prepare a Closure Proposal. The proposal covers Sheridan's requirements in three areas:

- a. Rationale for closure
- b. Consultation and communication process
- c. Closure ('teach-out') plans and related administrative arrangements.

Decision to Close

Following scrutiny and approval by senior management, any proposal for course closure is presented to, and discussed by, the Board of Directors which has the ultimate decision regarding any closure.

Any proposal for course closure may be approved, amended or declined by the Board of Directors.

4. PROCEDURE

Immediate Outcomes of Decision to Close

Following a decision to close a course, and within fourteen days of that final decision:

- a. All student recruitment processes in relation to that course will cease, and promotional materials and links will be withdrawn.
- b. A Notification of Material Change will be lodged with TEQSA.

Communication of Closure

The final decision and announcement of any course closure is notified in time to allow:

- a. potential applicants to make alternative arrangements should they wish not to join a closing course. All potential incoming students are provided with written notification of the closure of the course (in a letter addressed to each student which may be sent electronically).
- b. existing students to transfer to other courses of study within or outside the Institute as desired.
- c. the timely replacement of any existing academic staff in a course who may immediately wish to discontinue employment with the Institute as a result of a course closure.

Students in other programs, staff in other programs, alumni, stakeholders and the community will be advised of the course closure in a systemic manner, taking into account Sheridan's legislative, regulatory and public-relations responsibilities and priorities.

Managing and Monitoring Courses in Closure

The Academic Council has ultimate responsibility for monitoring the closure of courses from the perspective of academic quality and integrity, and may recommend changes to closure plans as required.

With support from the Principal and the Chair of the Academic Council, the Course Coordinator takes overall responsibility for the management of the teach-out of a course or suite of courses. The Head is responsible for the development and implementation of operational closure plans and the management and co-ordination of all transitional arrangements.

Students and staff are consulted on a regular (at least quarterly) basis during the teach-out to ensure that all parties are satisfied with continuing teach-out arrangements and responsibilities.

Students are, and will be, entitled to complete, at Sheridan, the course in which they are enrolled. No substantive changes will be made to courses in the teach-out phase, nor any transfer arrangements agreed with other Institutions, without approval by the Board of Directors and consultation with affected students.

Maintaining Quality in Courses in Closure

Quality assurance arrangements continue as normal for courses which are being taught-out. The Principal and Academic Council will focus on the maintenance of academic standards and quality in learning opportunities afforded to students in the context of any teach-out.

The responsible Course Coordinator will ensure that regular reports regarding teach-out arrangements are made available to relevant committees. In normal circumstances, the Chair of the Academic Council will receive a report each teaching period on teach-out matters, including specific matters pertaining to the maintenance of quality learning experiences for students.

5. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title:	Course Discontinuation Policy
Source Documents:	<i>Adapted with permission from :</i> Wesley Institute Course Closure Policy and Procedure (PO-COU-03) http://repository.wi.edu.au/alfresco/d/d/workspace/SpacesStore/6266d42e-2958-4dcf-bc46-936c62ed6d72/PO-COU-03%20Course%20Closure%20Policy%20and%20Procedure%20Issue%201.pdf?guest=true
Associated Internal Documents:	Course Development Policy Course Advisory Committee Terms of Reference
Associated External Documents:	TEQSA Material Changes http://www.teqsa.gov.au/for-providers/provider-obligations/material-changes
Authorised Officer:	Chairperson, Board of Directors
Approved by:	Mr Michael Smith
Date of Approval:	11 Aug 2021
Next Review Before:	Aug 2024

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	29 Jan 2013	N/A	Draft prepared for Sheridan College Board of Directors
1.00	02 Mar 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College HEP registration: Attachment 6.3h Course Discontinuation Policy
1.03	01 Jun 2017	Chairperson, Board of Directors	Updated terminology to reflect current College governance and organisational structure
1.04	30 May 2019	Chairperson, Board of Directors	Updated terminology to reflect current College governance and organisational structure
2.00	11 Aug 2021	Chairperson, Board of Directors	Review + updated logo