Teachout and Transition Policy and Procedure

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Teachout and Transition Policy and Procedure

Purpose
Individual enrolled students or enrolled student cohorts should not unreasonably be disadvantaged by the disestablishment of Lyons College's courses, were that to occur.
Scope
This Policy and Procedure applies to all courses at Lyons College.

Policy and Procedure

The procedures provide direction on matters that must be considered when planning for teaching out a course. A sample action plan is attached.

1. *Determination of final intake period*
   a. The timing of the decision to disestablish a course will impact on how quickly an intake can be ceased. Intakes should be ceased at the earliest possible time while honouring commitment and representations made by Lyons College.

   b. Programs that have formal articulation pathway agreements will need to determine the final date of intake for the course allowing sufficient notice periods for the pathway programs. In such cases, memoranda of understanding and contractual agreements will be in place and these documents outline the processes to be followed should the course be withdrawn from offer.

   c. It may be possible to offer an alternative pathway for the term of any such agreements as a transition arrangement or a new agreement may be explored.

   d. Students must be advised that an offer of a place in the final course intake cannot be deferred.

2. *Determination of anticipated completion dates*
   a. Review all existing enrolments per year level including the estimated final intake cohort. An achievable end date can be determined based on the nature of the student cohort, the pattern of enrolment and the structure of the course.

   b. Based on the course length and the pattern of enrolment for the student cohort, forecast the estimated enrolment pattern for the teach-out period.

3. *Communication to stakeholders*
   a. Notify all relevant stakeholder regarding the teach-out, including all students, relevant governing bodies, the registrar, and the marketing department.

   b. Develop communication strategies with students, including to notify them of alternative courses and other options they may have.

Action	Responsibility	Date for Completion
Map unit delivery requirements across the teach period per year based on estimated student enrolment patterns	Dean, Course Coordinator	
A plan with subject offerings for the teach out period will be developed to ensure all students can graduate	Dean, Course Coordinator	
Notify the Board of Directors and the Academic Board regarding the closure of the course if not initiated by either party	Dean	
Advise the Registrar that course is to be withdrawn from Victorian Tertiary Admissions Centre (VTAC) and the CRICOS register as well as date of final intake	CEO	
Advise the marketing team of the discontinuance of the course and request that they advise all relevant agents	CEO	
Remove any marketing material both online and printed wherever possible	CEO	
Develop a plan to advise current applicants or students in writing with offers for subsequent intake periods that the course will no longer be offered, including information about alternative course options that are available. Also inform enrolled students of their rights to refund of monies paid.	CEO	
All current students (active enrolments as well as students on intermission, pathways and academic suspension) will be informed by a letter and a meeting about the consequences of this in their studies	Dean, Course Coordinator	
A personalised study plan for each student will be developed to ensure that student can finish their course within the expected duration	Dean, Course Coordinator	
Nominate a contact person to deal with student enquiries about the process	CEO	