

Student Cohort Impact Assessment Guidelines

Cohort	Standard Cohort Considerations
Prospective Students	<p>Students yet to commence their course should be contacted as soon as possible advising of the discontinuation and offered alternatives, including equivalent courses at other institutions.</p> <p>This also includes students who have commenced study via a defined pathway into the course being discontinued. Students in these circumstances and who choose to continue their pathway will be considered continuing students in the course to be discontinued.</p> <p>A Teach-out Plan should specify whether student communications for this cohort will be completed by Admissions, Future Students, Client Services, or directly by the Faculty/College. In all cases, all parties should agree to the approach.</p> <p>The University has specific obligations regarding international students, including financial obligations regarding any fees or deposits paid.</p>
Newly commenced students	<p>Wherever possible, newly commenced students with less than a year of study completed should be encouraged to transition to another appropriate course at the University. This not only ensures connection and engagement in the context of an active course but reduces the overall period in which a course is placed in teach-out.</p>
Pathway students	<p>Students in defined pathway programs will be considered in the same way as those with packaged offers. Faculties will make all best endeavours to allow students in defined pathways to complete the planned course. This may necessitate the deferment of the discontinuation process to allow these students to complete.</p>
Continuing students	<p>Continuing students, particularly in larger courses, may express concern about the quality of their course, complex study plan adjustments, or reduction in their unit options. These concerns, which may emerge during the consultation phase, must be addressed in the Teach-out Plan.</p>

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Potential or near graduates	To every extent possible, potential or near graduates should be permitted to complete their course as intended with the units remaining as planned. This cohort may be particularly concerned about the validity of their course and the signal course discontinuation may send to future employers about the quality of the course. These concerns, which may emerge during the consultation phase, must be addressed in the Teach-out Plan.
Disengaged students (students who have not been enrolled at census date for X consecutive study periods, and do not have approval to do so)	<p>This cohort should be identified and notified of the intention to withdraw them from the course, before being withdrawn. If at this stage a student indicates a desire to continue the course, they will be accommodated as per arrangements for continuing students.</p> <p>Students who have been withdrawn and subsequently indicate an intention to return to study will not be permitted to be re-admitted to a course in teach-out or that has been discontinued. In these cases, the student should be supported to apply for admission to an alternative course.</p>
At Risk students	Any student or cohort of students who are identified as being at risk of not completing within the defined teach-out period (for example, due to unit failures or low enrolment loads). The support of At Risk students must be addressed in the teach-out plan.