

Course Removal Submission Guidelines

Section 1 - Preamble

(1) This Guideline replaces Appendix 2.10(g) of the Academic Policy (December 2010).

Section 2 - Definitions

(2) For the purpose of this Guideline, refer to the Academic Board's Definitions Policy.

Section 3 - Guidelines for Course Removal Submission

Part A - Section A - Introduction

(3) A [Course Removal Submission](#) is required when an existing course is to be removed from the offerings of the University. A Head of School, the Vice Chancellor, or Senior Deputy Vice Chancellor may initiate a course removal process.

(4) Decisions to withdraw undergraduate courses should normally be made 12 months ahead of the relevant admission period to facilitate the removal of the course from marketing materials such as the QTAC and UAC Guides, recruitment brochures for domestic and international students and the University Handbook. Therefore the process should commence in advance of this date.

(5) There may be a number of different reasons for withdrawing a course. The decision to withdraw a course should be made in the context of the School/College and University strategic priorities and the Academic Plan. The implications of a course removal, including the impact on other courses and the redeployment of resources need to be considered.

(6) Courses with no active enrolment for 12 months will be flagged by the University for discontinuation. Some of the reasons for considering discontinuing a course, as outlined in the University Academic Plan 2005-2008 are:

- a. Courses with no active enrolment for 24 months;
- b. Courses which no longer have a strategic fit with the University's plans;
- c. Evidence that a course is not financially viable;
- d. Courses with a pattern of low student satisfaction;
- e. Courses with a pattern of low applications and low enrolments; and
- f. Courses with no demonstrated plan for work based learning.

(7) Where the proposal has come from a Head of School, the School Board /College Board shall be responsible for recommending the removal of a course. It shall then be forwarded for consideration by Council through the Academic Board.

(8) The Senior Deputy Vice Chancellor must be informed of the proposed removal of the course to ascertain that this

action does not adversely affect the strategic directions or current Academic Plan of the University and that it complies with ASCED requirements.

(9) Where the proposal comes from the Senior Deputy Vice Chancellor or Vice Chancellor (VC) the Submission will go directly to Accreditation Committee for noting and forwarding to Academic Board and Council.

(10) A course removal shall not be acted upon until the Senior Deputy Vice Chancellor: has confirmed that the removal of the course does not adversely affect the strategic directions or current Academic Plan of the University; that the removal of the course meets ASCED requirements; and the University Council has approved the Course Removal Submission.

(11) The following information is to be provided when proposing the removal of a course from the offerings of the University.

Part B - Summary Data

1	Title for the Course	The full title of the course being withdrawn If there are nested courses being removed list these here
2	Abbreviated Title for the Course	The abbreviated title of the course being withdrawn If there are nested courses being removed list their abbreviated titles here
3	Level of Award	Undergraduate or Postgraduate
4	Academic Organisational Unit	The Academic Organisational Unit that is academically and administratively responsible for the course.
5	Faculty	Name of Faculty in which the responsible Academic Organisational Unit is located
6	Campus	On which campus or campuses is this course offered? This should include off shore locations if relevant.
7	Mode of Delivery	(a) internal/external/both (b) print-based/online-based/flexible mode (c) semester-based, trimester-based or other.
8	Year and teaching period for removal	Indicate year and teaching period of planned removal of the course.
9	Present Funding Source	- Commonwealth Supported - Australian Fee Paying Student Fees - International on shore student fees - International off shore student fees - Other (please specify)
10	ASCED Field of Education Code (FOE)	This field must show the ASCED FOE six (6) digit code and textual description. For example, '100705 (Written Communication)'. Refer to: Senior Deputy Vice Chancellor, relevant Student Services Officer. NOTE: Combined and double degrees require two FOEs with the first code being the primary or initiating course.
11	ASCED	Approval Indicate here whether or not a course needs approval by ASCED before it can be removed. Required yes/no Obtained yes/no

Part C - Reason and Effect on University

12. Reason for Course Removal

(12) Provide a short paragraph giving the rationale for the removal of the course, and where relevant, its nested courses.

13. Effect on Other Courses

(13) Does the removal of this course have an effect on other courses?

(14) Does the removal of this course affect combined or double degrees?

(15) Have affected Schools/Colleges been consulted? Who?

14. Effect of Removal of Units from the Offerings of the University

(16) What units, if any, are being removed from the offerings of the University?

(17) What other courses will be affected by the removal of these units?

(18) Have the Schools/Colleges been consulted?

15. Transitional Arrangements

(19) The transitional arrangements will be as follows:

- a. There will be no new intake of students under the existing rules of (COURSE name to be inserted) from (DATE to be inserted). The final cohort of student enrolled under the present rules will complete their course by the end of (DATE to be inserted).
- b. Students who do not complete the required units by the nominated 'last offer date' must seek approval for unit substitution within their award from their Head of School.
- c. The following units will be deleted from offerings by the dates listed below:

Unit Code	Unit Name	Last Offered (Study period)

- d. A links analysis has been undertaken and the proposed unit deletions have been identified as impacting on the following courses. Other Schools identified have been consulted about these changes as indicated below:

Course Code	Course Name	School affected	Date of consultation

16. Approvals

(20) Head of School /Head of College

- a. Date

(21) Pro Vice Chancellor

- a. Date

(22) Senior Deputy Vice Chancellor

- a. Date

(23) Vice Chancellor

- a. Date

Status and Details

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