

Course of Study Discontinuation Policy

Section 1 - Purpose

(1) The Policy specifies the principles and process through which a course of study ('course') is disestablished.

Scope

(2) This Policy applies to all Macquarie University award courses that align with the categories of the [Australian Qualifications Framework](#), excluding Doctor of Philosophy awards.

(3) This Policy does not apply to non-award programs of study, except for the following programs offered by the Macquarie University College:

- a. Standard Foundation Program;
- b. Intensive Program; and
- c. Masters Qualifying Programs.

Section 2 - Policy

(4) Course discontinuation is the process through which a course is disestablished and removed from the University's coursework suite.

(5) The discontinuation of a course must:

- a. be subject to a transparent process that meets the University's expectations and requirements;
- b. comply with legislative and regulatory requirements and meet any contractual obligations between the University and the Commonwealth and/or Third Parties regarding their changed status; and
- c. ensure that there is adequate provision so that students impacted by the discontinuation may successfully complete their studies in a timely manner.

Section 3 - Procedures

(6) Discontinuation of a course will be recommended to the Academic Senate for approval, following the endorsement of the relevant Faculty Board/Macquarie University College Board.

(7) Before a proposal to discontinue a course is recommended to the Academic Senate, the Deputy Vice-Chancellor (Academic) (or their authorised officer) will confirm that the proposal has met all legislative, regulatory, and contractual requirements, and, where necessary and as stipulated in the University's funding agreement, secure permission from the Commonwealth to proceed with discontinuation of the course.

(8) A proposal to discontinue a course must include a discontinuation plan.

(9) The discontinuation plan must:

- a. outline the management of students currently admitted in the course proposed for discontinuation and any students currently admitted to an approved Articulation Pathway to the course proposed for discontinuation;
- b. include the final date that students can complete their studies within the course proposed for discontinuation;
- c. include a communication strategy that ensures all students currently enrolled in the course are made aware of the discontinuation of the course, the manner in which the discontinuation is impacting them and, if relevant, the date that students currently enrolled in the course are able to complete their studies by; and
- d. outline consultation with other key stakeholders including other faculties where any units within a course planned for discontinuation are utilised within the core zone of another course.

(10) A course that has not been offered for a period of two consecutive years will automatically trigger a proposal for discontinuation to be submitted to the Academic Senate by the relevant Faculty Board/Macquarie University College.

(11) Students who do not complete their studies by the final date set out in the discontinuation plan will have their admission discontinued and, where possible, be issued an exit award.

(12) Students will not be admitted to a course that has been approved to be discontinued unless they are a Transfer or articulation student whose prior study enables them to complete their studies by the final date set out in the discontinuation plan. This applies to students who have been accepted but not yet enrolled in any part of a course and students who have deferred their enrolment.

Section 4 - Guidelines

(13) Nil.

Section 5 - Definitions

(14) The following definitions apply for the purpose of this Policy:

- a. Articulation Pathway is a predetermined approved arrangement that will enable a student to enter a Macquarie University course of study from another course, internal to Macquarie University or with an approved external provider, following completion of specified requirements and that may include credit recognition.
- b. Course discontinuation refers to the process by which a course of study is disestablished and removed from the University's coursework suite.
- c. Transfer student is an internal Macquarie or external student who has applied to transfer to another course through either internal or external admission processes.

Status and Details

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Expiry Date	Not Applicable
Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
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