# Course Discontinuation Form

1. **Name of institute/school**

Click or tap here to enter text.

1. **Name of course which is being discontinued**

Click or tap here to enter text.

1. **Code of course which is being discontinued**

Click or tap here to enter text.

1. **Semester and year from which there will be no further student intake**

Click or tap here to enter text.

1. **Reason for discontinuation/suspension**

Click or tap here to enter text.

1. **Number of students affected**

a) Number of students currently in course for each location:

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Location** | **Full-time students** | **Part-time students** |
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(NB: do **not** submit the names of enrolled students)

1. **Active offers for entry to the course**

Are there any active offers for entry to the course?

Number of active local offers Click or tap here to enter text.

Number of active international offers Click or tap here to enter text.

Number of students currently on Leave of Absence Click or tap here to enter text.

1. **Year and semester last student is scheduled to complete**: Click or tap here to enter text.
2. **Details of teaching out**

Please attach details of the plan for the phasing out of the course, indicating:

a) Timetable for phasing out – What units in the course are planned to be offered/discontinued each year? Please also complete a New, Discontinued and Reactivated Units Form for discontinued units.

Click or tap here to enter text.

b) Resources – will there be changes to the level of resources (for example, space, quality of library facilities) for students who are completing the course during the phase out period compared to the previous level of resources?

Click or tap here to enter text.

c) Do you see any problems for students in completing the course (e.g. limited unit availability)?

Click or tap here to enter text.

d) At what location(s) will the course be delivered during the teach-out period?

Click or tap here to enter text.

e) What arrangements will be put in place to deal with any problems identified above?

Click or tap here to enter text.

1. **Provision of information to students**

a) What types of information are being provided to students in courses that are being phased out about their future study options?

Click or tap here to enter text.

b) What is the timetable for provision of this information?

Click or tap here to enter text.

c) Will students have the opportunity to obtain individualised advice on completing their course?

Click or tap here to enter text.

1. **Students not currently enrolled**

a) Approximate number of students not currently in the course who might have a reasonable expectation that they would be able to enrol in it.

Click or tap here to enter text.

b) What enrolment advice will be given to these students?

Click or tap here to enter text.

1. **Other institutes/schools**

a) Other institutes/schools involved in delivering the course:

Click or tap here to enter text.

b) Please attach a statement from the Executive Dean/Dean of the institutes/schools concerned, that they agree to the course being discontinued.

Click or tap here to enter text.

1. **Declaration**

The institute/school undertakes to make satisfactory arrangements for all current students in the course to complete, subject to normal satisfactory progression requirements.

1. **Approvals required before submitting to CC**

Approved and submitted to Curriculum Committee by:

Name of Institute/School Board Click or tap here to enter text.

Institute/School Board resolution number Click or tap here to enter text.

Meeting date Click or tap to enter a date.

Signature, Executive Dean/Dean of Institute/School Click or tap here to enter text.