

# Considerations for a Course Teach-Out Plan

## Purpose

This document outlines the expectations and requirements for developing a course teach-out plan to ensure students can complete their studies with minimal disruption when a course is discontinued. To provide clear guidance on preparing a course teach-out plan that ensures compliance with regulatory requirements and supports student success.

## Key Principles

- Students must be able to complete the course substantially as accredited within twice the normal full-time duration from initial enrolment.
- No new enrolments are permitted in discontinued courses.
- Students must not be disadvantaged academically or financially.
- Compliance with the Higher Education Standards Framework (2021), ESOS Act (2000), and other relevant legislation is mandatory.

## Required Components of a Teach-Out Plan

- Demonstration of Course Outcomes
- Transition and Closure Arrangements
- Course Articulation or transfer Options
- Resourcing, Information, and Student Support

## Student Support and Transition

- Individual study plans must be developed for all impacted students in collaboration with Student Administration.
- Possible options for students unable to complete within the teach-out period:
  - Transfer to another campus or online mode (if available and subject to VISA conditions for international students - ). one face-to-face unit per semester and no more than 33% of their whole course online.
  - Transfer to another provider with academic credit
  - Special course of study (if applicable)

## Communication Strategy

- Timely, transparent, and student-focused communication is essential.
- All impacted students (applied, offered, admitted, enrolled, LOA) must be informed.
- Communication must include:
  - Teach-out arrangements
  - Student rights during the teach out period
  - Support services
- Staff and stakeholders must also be notified.

## Data and Planning

- Include information and or data on:
  - Final term of course delivery
  - Number of affected students (by location and offer status)
  - Earliest Viable final delivery semester and scenario impacts
  - Planning must consider students on leave, suspended, or failed to enrol.

The following reports in fdlGrades are useful in completing the above requirements. They assume that all student plans are completely mapped and up to date. As summer semester is optional it is not generally included in a standard plan.

## Reports in fdlGrades to use in preparing a Teach out plans

The following reports are to be used in preparing a teach out plan, which should include optimising the schedule of units in the delivery.

### Student Progression Planning

This report will give you all the students remaining in the course that is proposed to be taught out, their mapped study plan with unit to semester allocations so that you can put together the Teach out / Exit plan.

Select the Institute / current term / course and or location (if applicable). Select the following options at the top of the report:

- ☐ Include all mapped term details – this maps each unit to the term/ semester on the study plan
- ☐ Replace plan keywords with course plan entry – this will replace any units that have already been allocated to electives or specialisations with the plan wording – so that you can look at consolidating unit offerings or even unit replacements
- ☐ Display student name, email, specialisations and course name – this option allows you to see student major / specialisation options. Particularly useful when a specialisation or major is being taught out.

### Student Progression Planning - Unit Summary

This report gives you data on student numbers for each unit within the remaining terms. Look for low unit numbers where you might have to consider a substitution or cross institutional options for the teach out plan to consolidate teach out numbers.

**Note:** If you want a break down per campus, generate at a location level.

### Student Progression Planning – Course Summary

This report gives you the data for the mapped students and how many students should be enrolled (by headcount) each semester, so that you can see the tail end of the teach out and identify the last viable delivery semester.

**Note:** If you want a break down per campus, generate at a location level.

## Checklist for Teach-Out Planning

<input type="checkbox"/>	Final term for student completion
<input type="checkbox"/>	Last term of course delivery (this is not necessarily the final term that you have students mapped to a term – it is the last viable delivery term for the university)
<input type="checkbox"/>	Number of affected students and offers
<input type="checkbox"/>	Locations of delivery during teach-out
<input type="checkbox"/>	Problem identification and mitigation strategies
<input type="checkbox"/>	Enrolment advice for prospective students (those that may have already received offers or deferred commencement)
<input type="checkbox"/>	Pathway program students and options
<input type="checkbox"/>	Regularly monitor the teach out plan and adjust after each semester
<input type="checkbox"/>	Check if there is an early exit qualification as another exit option for students or for student that decide to withdraw