

DOCUMENT TYPE	P	
ACADEMIC/ADMINISTRATIVE	1	
TEACHING AND LEARNING	1	
COURSES	4	
NUMBER	005	
		Policy Database Document Reference Number 114005P

COURSE SUSPENSION AND CLOSURE POLICY

Purpose/ objectives	This policy establishes an orderly approach to the suspension and closure of courses that protects the interests of stakeholders, especially students.
Scope/ Application	<ul style="list-style-type: none"> • all campuses • all courses • all students
Policy Statement	<p>The University may suspend courses for up to three years or close them permanently, normally on the advice of the Faculty Board of the Faculty or Faculties responsible for the course.</p> <p>When a course is suspended or closed, the University will take all appropriate measures to ensure timely notification of stakeholders and to protect their interests. Those measures will include, as relevant, teaching out students who were enrolled in the course at the time of the suspension or closure decision, or transferring them by mutual consent into a satisfactory alternative course.</p> <p>A course that has been closed may be revived only by re-accreditation through the University's normal course approval processes.</p>
Supporting Procedures	Course Suspension and Closure Procedures
Responsibility for implementation	Deans Heads of School Registrars Director, Academic Services
Responsibility for monitoring implementation and compliance	Deputy Vice-Chancellor Programs Committee Curriculum, Teaching and Learning Committee
Status	New
Key stakeholders	Students Deans Heads of School Registrars Academic Services Division Information and Communications Technology La Trobe International

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	Legal Services Library Marketing and Engagement Academic Services
Approval Body	Academic Board 11 February 2009 Minute 429.3.1
Initiating Body or Person(s)	Pro Vice-Chancellor (Quality Enhancement)
Definitions	Not applicable.
Related Legislation	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 National Protocols for Higher Education Approval Processes Higher Education Support Act 2003 Trade Practices Act 1974
Related Policy and Other Documents	Course Lifecycle Policy Course Approval Procedures Course Review Procedures Course Revision Procedures Course Design Principles and Guidelines
Date Effective	February 2009
Next Review Date	February 2013
Keywords	Closure, course, suspension
Owner/Sponsor	Deputy Vice-Chancellor
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