

Monash University Policy

Policy Title	Cancellation of Unit Offering Policy
Date Effective	20-April-2016
Review Date	20-April-2019
Policy Owner	Office of the Vice-Provost Academic Performance
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	Education Policy Unit - policy-education@monash.edu
Scope	All coursework units
Purpose	To ensure a consistent approach to the cancellation of unit offering across the University and the fair treatment of students affected by unit cancellation.

POLICY STATEMENT

1. Where the faculty finds it cannot teach a published unit because of a low level of enrolments, or unforeseeable circumstances such as the death, serious illness or unavailability of a staff member needed to teach the unit, the unit offering will be cancelled.
2. Coursework units may be offered from different campuses and in different modes of delivery. The University reserves the right to cancel a unit offering at one or more locations and in one or more modes of delivery.
3. The University endeavours to avoid the cancellation of published units, and aims to give students the maximum notice of any cancellations that occur to ensure that the potential impact on students is minimised. Students are notified of the cancellation of unit offerings via their university student email.
4. Units required for completion of a course, major or specialisation must be scheduled in a manner that enables students to complete the units in an appropriate order within the standard duration. Before cancelling a unit offering, the Dean (or delegate) must consider how student progression will be affected by the cancellation, and consult with the students' degree awarding faculties.
5. Where a unit is an elective that is required in order for students to obtain professional accreditation, an alternative elective must be offered that will not disadvantage students in obtaining professional accreditation.
6. Monash University publications available to students must contain clear advice regarding the circumstances in which a faculty may act to cancel a unit and the methods by which the faculty will notify students affected by its cancellation.

Supporting Procedures	Cancellation of Unit Offering Procedures
Responsibility for implementation	Vice-Provost (Education Programs) Deans Deputy Deans (Education)/Associate Deans (Education) Faculty Managers

Status	Revised
Approval Body	Name: Academic Board Meeting: 2/2016 Date: 20-April-2016 Agenda item: 12.2
Endorsement Body	Name: Coursework Admissions and Programs Meeting: 2/2016 Date: 30-March-2016 Agenda item: 9.2
Definitions	
Legislation Mandating Compliance	
Related Policies	Course Design Policy Coursework Courses and Units Accreditation Policy and Procedures
Related Documents	Monash University Handbooks Higher Education Support Act Administrative Information for Providers , Section 30.13: 'Cancellation of units of study after the census date'.