



Exclusion from a Course or Subject Policy

Effective Date: 2024.10.22

Last Reviewed: 2024.10.22

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1. Purpose

The purpose of this policy is to describe the exclusion of an Alphacrucis University College (AC) student for non-compliance on the basis of academic misconduct or academic progress, related to either a course of study or a subject.

2. Scope

This policy applies to all HE and VET.

3. Definitions

For the purpose of this policy, the following definitions apply:

- 3.1. **Academic Misconduct:** A breach of academic integrity, such as plagiarism, cheating, or falsifying data, as addressed in the Academic Integrity and Misconduct Policy. Two or more incidents can lead to exclusion or expulsion.
- 3.2. **Academic Progress Intervention Strategy:** A support plan implemented to assist students identified as not meeting satisfactory academic progress, as referenced in the Course Progression Policy.
- 3.3. **CoE (Confirmation of Enrolment):** An official document issued to international students confirming their enrolment at AC, which may need to be reissued if course completion times change.
- 3.4. **Course:** A structured program of study approved by Alphacrucis University College that leads to an award or qualification.
- 3.5. **Exclusion:** The process of preventing a student from continuing enrolment in a course or subject due to unsatisfactory academic progress, academic misconduct, repeated failure or breach of code of conduct.
- 3.6. **PRISMS:** The Provider Registration and International Student Management System used to report enrolment changes for international students.
- 3.7. **Provisional Entry Qualifying Period:** A trial or probationary period for provisionally admitted students, equivalent to one semester, during which academic progress is closely monitored.
- 3.8. **Show Cause:** A formal written appeal submitted by a student, justifying why they should not be excluded from a subject or course.
- 3.9. **Student Affairs Committee (SAC):** The committee responsible for reviewing student appeals related to exclusions and determining final outcomes.
- 3.10. **Subject/Unit:** A unit of study within a course. A subject/unit may be a core requirement or an elective

4. Policy Statement

4.1. Exclusion from a Course - Unsatisfactory Course Progression

- 4.1.1. A student who has been identified as making unsatisfactory course progression (see Course Progression Policy) within their:



- a. Provisional Entry Qualifying Period (equivalent to one semester); and/or
 - b. after the implementation of an Academic Progress Intervention Strategy;
- may be excluded from their course of study subject to appeal rights and intervention strategies as outlined in the Course Progression Policy and National Code Standard 8.

4.2. Exclusion from a Course - Academic Misconduct

- 4.2.1. A student who is a candidate in an AC course and has been involved in serious academic misconduct on two or more occasions during their period of candidature may be excluded from their course in accordance with the procedures outlined in the Academic Integrity and Misconduct Policy. Where exclusion is determined under that policy, the student's candidature is cancelled and they are not eligible to enrol in any AC course for a period of two academic years.

4.3. Exclusion from a Course – Breach of Code of Conduct

- 4.3.1. A student may be excluded from a course where:
- a. the student has engaged in conduct that constitutes a serious breach of the AC Code of Conduct (see Code of Conduct Policy); and/or
 - b. the student has repeatedly engaged in misconduct despite prior warnings or sanctions; and/or
 - c. the conduct is determined to significantly compromise the integrity of the learning environment, the wellbeing or safety of others, or the reputation of AC.

4.4. Exclusion from a Course – Non-Payment of Fees

- 4.4.1. A student may be excluded from a course where:
- a. tuition fees or other mandatory charges remain unpaid after the published due date; and/or
 - b. the student has not entered into or complied with an approved payment plan; and/or
 - c. the student has failed to respond to notices or reminders issued by AC.

4.5. Exclusion from a Course - Graduate

- 4.5.1. Where AC has admitted a student to a degree (or other award of AC) and academic misconduct occurring within the student's candidature is substantially alleged and eventually substantiated:
- a. the student concerned is recorded as "failed" in any relevant subject or other component of the course of study from which they graduated;
 - b. conferral of the degree is rescinded;
 - c. the student's name is deleted from AC's Register of Graduates;
 - d. the student is required to return the AC testamur and final academic transcript to AC.

4.6. Exclusion from a Course - Notification

- 4.6.1. Where the penalty of exclusion from enrolment for a specified period, or permanently, is determined, the Program Director or equivalent notifies Registry. It is the Registry's responsibility to notify the particular student, together with the student's rights of appeal and the appellate processes involved.
- 4.6.2. Registry also has responsibility for ensuring that the student's record is appropriately notated and the determination enforced.

4.7. Exclusion from a Higher Education (HE) Subject



- 4.7.1. A student who is admitted into a HE course may only take a subject twice. That is, they cannot re-enrol in a subject which they have already twice failed. At this point, the student is excluded from further study in that particular subject.
- 4.7.2. If the subject is an elective subject and not a core requirement to the degree structure, the student may be allowed to remain a candidate as long as they are making satisfactory course progression overall (see Course Progression Policy)
- 4.7.3. If the subject is a core requirement to the course structure, they may be excluded from the course overall. Transfer to an alternative course without the core unit may also be considered.
- 4.7.4. The student may appeal to the Student Affairs Committee (SAC) in writing to 'show cause' why they should be allowed to enrol in a subject for a third time. The SAC will either:
 - a. Confirm the student's exclusion from the subject, or
 - b. Permit their re-enrolment in the subject for the third and final time.
- 4.7.5. Depending on the circumstances, an initial or repeat offence may result in the offending student's exclusion from re-enrolment (see Academic Integrity and Misconduct Policy).

5. Roles and Responsibilities

The following roles and responsibilities apply in relation to this policy:

- 5.1. **Program Director (or Equivalent):** Program Directors are responsible for determining the penalty of exclusion for a student based on academic misconduct or course progression; and notifying Registry of the exclusion decision.
- 5.2. **Registrar:** The Registrar is responsible for the appropriate implementation of the policy and ensuring it is followed institutionally.
- 5.3. **Registry:** Registry is responsible for notifying the student of the exclusion decision and their right to appeal; ensuring student records are appropriately updated and the exclusion determination is enforced; for international students, issuing a Notice of Intent to Report and handling PRISMS reporting.
- 5.4. **Student Affairs Committee (SAC):** The SAC is responsible for reviewing and deciding on student appeals (i.e., show cause submissions); providing formal written decisions to students following appeals.

6. Procedure

6.1. Exclusion from a Course or Subject Procedure

- 6.1.1. The student will be notified of AC's intention to cancel their candidature through an 'Exclusion Letter'. This will include a 'Notice of Intent to Report' if they are an international student.
- 6.1.2. Upon receipt of this notification students have 20 working days (or 28 days for students approved to defer payment of tuition fees through FEE-HELP or VET Student Loans program) to access AC's grievance resolution procedures and in writing 'show cause' why they should not be excluded from the course and have their candidature cancelled. Appeals are referred to the Student Affairs Committee (SAC) for hearing and determination. A student may access the Complaint and Grievance Resolution Policy and follow the procedure. A student may appeal on the following grounds:
 - a. failure to record or calculate a student's marks accurately;
 - b. compassionate or compelling circumstances; or
 - a. intervention strategies have not been implemented appropriately by AC.
- 6.1.3. If a student accesses the appeals process, the SAC will either:
 - a. Confirm the student's exclusion (student's appeal unsuccessful) – the student to be informed in writing that their candidature has been terminated and the reasons why.



Students who are excluded for reasons of unsatisfactory course progress are not eligible to enrol in any AC course at an equivalent or higher level, for a period of two academic years. Re-entry or exit at a lower AQF level may be considered.

- b. In the case of exclusion of an international student:
 - i. AC will not report any cancellation of the international student's enrolment (via PRISMS) within the 20 working days students are given to access the grievance procedure or until the internal review process is completed.
 - ii. Once the appeals process is finalised and the student is deemed as having failed to maintain satisfactory course progress, AC will report this via PRISMS, as soon as practical.
 - iii. Enforce a one semester leave of absence and permit reenrolment on their return subject to conditions listed in 6.1.3(b)
- c. Permit their reenrolment for a subsequent semester, with or without additional conditions being applied. Students are to be placed on another Academic Progress Intervention Strategy that provides the student with ongoing support. Transfer to a lower-level award may be considered.

6.1.4. At the Internal Monitoring of Grades at the end of this subsequent semester's enrolment, the student is to be identified as:

- a. Maintaining satisfactory course progress:
 - i. Academic Progress Intervention Strategy requirements removed;
 - ii. student allowed to enrol as per normal;
 - iii. if an international student: resultant changes in course completion times to be noted in PRISMS, and new CoE issued;
- b. Deemed to be not maintaining satisfactory progress:
 - i. student to be excluded from course and confirmed in writing (see process above).
 - ii. If a student does not access the appeals process within the 20-working day period (or 28 days for students approved to defer payment of tuition fees through FEE-HELP or VET Student Loans program), or the student withdraws from the process, their course exclusion is to be confirmed in writing. For international students notification is made via PRISMS, as soon as practical.

7. Responsible for implementation

Registrar

8. Related AC Policies or Documents, Standards and Legislations

8.1. AC Policies or Documents

- 8.1.1. Admissions Policy
- 8.1.2. Course Progression Policy
- 8.1.3. Education Agent Management Policy
- 8.1.4. Graduation and Issuance of Certification Policy
- 8.1.5. Support for Students Policy
- 8.1.6. Academic Integrity and Misconduct Policy

8.2. Relevant Standards and Legislations

- 8.2.1. Higher Education Standards Framework: Standard 1.2, 1.3.5
- 8.2.2. National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025, National Vocational Education and Training



Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025

8.2.3. The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)

8.2.4. Higher Education Support Amendment (2023)

9. Review and Revision

This policy will be reviewed by the Registrar on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the approving committee for considering. Revisions will be communicated to all relevant stakeholder once approved.

10. History of approval and amendments

Policy owner	Registrar
Policy category	Admissions and Progression
Policy status	Approved
Approval Body	Academic Board
Endorsement Body	Quality Assurance Committee
Approval Date	2024.10.22
Last Review Date	2024.10.22
History of Policy Amendments	
V1.1 2025.12.08	Transferred policy to new policy template Reviewed by Registry for alignment with Registry practice General improvements

Add a new row for each version of the policy. Do not remove previous changes.

Appendices

- N/A