Managing and communicating with students eligible for an alternate exit award and subject to academic progress processes

1. **Summary**

Students who have triggered risk level 3 and have met the requirements for an alternate exit award, must be informed of this option in a timely manner and if possible, before an academic progress hearing where they may be excluded.

Once a student has been excluded by an APC, they are not eligible for an alternate exit award. The risk of a complaint is minimised where the faculty can demonstrate that appropriate steps have been taken to ensure eligible students have been made aware of the alternate exit award option before a decision to exclude is made.

Appropriate methods for advising students they may be eligible for an alternate exit includes:

- A standard statement included in all risk level 3 notices of unsatisfactory academic progress
- A statement included in the referral to hearing notice
- During a hearing or meeting where the student’s ongoing enrolment will be discussed, including an APC hearing or course progression meeting (see below)
- My Academic Progress Response tool (sent to students triggering a risk level three criteria)
- Student Academic Progress policies and procedures
- Handbook entries for all courses with an alternate exit option
- When seeking advice from the student association
- Student Academic Progress website.

**Process for students referred to an Academic Progress Committee hearing**

*Eligible student is in attendance*

1. All students referred to a hearing who have submitted My Plan for Success will be sent a notice of hearing. For students who have met the requirements for an alternate exit, the notice must include that they are eligible, how to apply and details of the award.
2. During the hearing, the student must also be given the opportunity to request an alternate exit (in addition to discontinuation or course transfer).
3. The opportunity should be:
   a. at the beginning of the hearing before deliberations begin; and
   b. following the brief adjournment for the student to consider their options with their support person before a decision is made by the panel.

*Eligible student is not in attendance*

1. Students referred to a hearing in absentia will not receive any further communication to inform them that they are eligible for an alternate exit in addition to the standard information in the risk level 3 notice.
2. The student will need to proactively take action to request the alternate exit award by contacting their managing faculty.

*Eligible student is excluded*

An alternate exit cannot be requested or granted once a decision has been made by a panel to exclude the student from that course (Vice-Chancellor Regulations, 11(a)). This includes:

1. whilst still awaiting the outcome of an appeal as the student’s status is still that of an excluded person (Vice-Chancellor Regulations, 11(a)).
2. retrospectively, if a student successfully enrols in another course at a later date.

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1 For academic progress processes, the date of exclusion is the date the decision was made by the Academic Progress Committee, not the date on the email communicating the outcome to the student (if this is a different date).

2 The adjournment must take place even if a student declines the opportunity. The chair should emphasise the purpose of the adjournment including to consider an alternate exit, if there is one, or discontinuation.
Only if the student's appeal is upheld and they return to being a student, can they be granted an alternate exit if they have met the requirements.

**Determining a student's eligibility for an alternate exit**

The Dean must grant a student an alternate exit where the student meets the requirements published in the Handbook for the year the student commenced the course. There is no discretion to not award an alternative exit where the student has met the requirements. The exception is students subject to disciplinary processes.

**Students subject to disciplinary processes**

Students subject to pending disciplinary proceedings or appeals (as per those outlined within Council Regulations, Part 7), cannot be granted an alternate exit, unless directed by the Vice-Chancellor of the University.