

Suspension and Expulsion Policy and Procedure

Policy Purpose

The purpose of this policy is to outline the process for any students suspended or expelled from a Think: Colleges course or unit of study. The policy also provides for the administration of suspension and expulsion.

Policy Scope

This policy applies to FEE-HELP and non FEE-HELP students enrolled in ELICOS, Vocational Training and Higher Education courses at any of the Think: Colleges ("the College").

Definitions

Refer to *Glossary of Terms*.

Policy Content

Think: Colleges has a desire and a responsibility to provide a safe learning environment for its students and staff, and recognise excellence in good behaviour and academic performance. As a consequence, when guidelines about what constitutes misconduct, unacceptable behaviour, or poor academic progress are not followed students may be suspended or expelled from a course or unit of study.

The Head of College (or delegated nominee) may suspend a student or recommend expulsion as part of the *Academic Progression Policy and Procedure*, *Academic Integrity Policy and Procedure*, or the *General Misconduct Policy and Procedure*.

Additional information for Overseas students suspension or expulsion process from a Course or Unit of Study

Think: Student Services will process any suspension or expulsion in accordance with the provisions of the ESOS Act and the National Code 2007.

Under the National Code 2007, deferral or temporary suspension of studies, including granting a leave of absence, during a course may only be done through a formal agreement in certain limited circumstances including consideration under compassionate or compelling circumstances such as:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- misbehaviour by the student (National Code 2007, Standard 13.2)
- the College implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress, or
- bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)

Procedure for implementation

Suspension

1. Where the Head of College (or delegated nominee) is of the opinion that a student should be temporarily suspended from a course or unit of study, the Head of College (or delegated nominee) will inform the student in writing. The letter must specify the dates for suspension as either:
 - (a) A specific time period including a date when the student should return to class; or
 - (b) A time period linked to an event, i.e. a decision being made as part of the *Academic Progression Policy and Procedure*, *Academic Integrity Policy and Procedure*, or the *General Misconduct Policy and Procedure*.The letter will also include details on how the student is expected to maintain course progression during the period of suspension.
2. The Head of College (or delegated nominee) will enter details of the suspension into The Student Records Management System and give a copy of the letter to Think: Student Services to add to the student's file.

3. If the student is suspended for a time period linked to an event as indicated in a related policy listed in 1(b) above, the Head of College (or delegated nominee) will notify the student in writing and via phone and/or email when the decision has been made and the period of suspension has ended as per the related policy and procedure.

Expulsion

1. Where the Head of College (or delegated nominee) is of the opinion that a student should be expelled, the Head of College (or delegated nominee) may put a report recommending expulsion to the Group Colleges Director (or CEO). The penalty will be expulsion from the course and results based on academic progress completed for the study term.
2. The Group Colleges Director (or CEO) will review the report and may approve or reject expulsion of the student. Generally, expulsion here means exclusion from any Think: Colleges course for a minimum of two years. The Group Colleges Director (or CEO) may decide that the student should be put on probation for two years. If the student is found to have committed significant general misconduct once more during this period, then expulsion will be automatic. Once the Group Colleges Director (or CEO) reaches a decision, he/she will notify the Head of College (or delegated nominee) and Think: Student Services.
3. Think: Student Services will issue one of the following:
 - (a) If the student is expelled, Think: Student Services issues an *Expulsion Letter* to the student copied to the Head of College (or delegated nominee) and the Group Colleges Director (or CEO).
 - (b) If the student is not expelled, Think: Student Services will issue an *Outcome Letter* to the student copied to the Head of College (or delegated nominee) and the Group Colleges Director (or CEO) outlining the decision.

Additional Procedures for Overseas Students

- (a) If the Head of College (or delegated nominee) intends to cancel a student's enrolment, the student is notified in writing. The notification includes a statement that the student has 20 working days to lodge a complaint or appeal as per the *Non-Academic Grievance Policy and Procedure*.
- (b) The student will be permitted to continue his/her studies until either:
 - i. 20 days have passed and the student has not lodged a complaint or appeal as per the *Non-Academic Grievance Policy and Procedure*; or
 - ii. The student's appeals through the *Non-Academic Grievance Policy and Procedure* are unsuccessful; or
 - iii. Extenuating circumstances relating to the welfare of the student applyat which point the student's enrolment will be suspended or cancelled
- (c) If an overseas student is suspended or expelled, the Head of College (or delegated nominee) must inform the student that the suspension or expulsion may affect his or her student visa and inform Think: Student Services of the change. Think: Student Services must notify DEEWR via PRISMS within 14 days when the student's enrolment is temporarily suspended or cancelled.

6. Appeal

A student may appeal the decision of suspension or expulsion by

- (a) Lodging a formal non-academic grievance as per the *Non-academic Grievance Policy and Procedure* for suspension or expulsion as a result of the *General Misconduct Policy and Procedure*; or by
- (b) Lodging a formal academic grievance as per the *Academic Grievance Policy and Procedure* for suspension or expulsion as a result of the *Academic Progression Policy and Procedure* or *Academic Integrity Policy and Procedure*.

The outcome of the grievance as per this procedure will be final.

Publication

These procedures are to be published for students on the Think: Colleges website and in the Student Handbook to ensure current and prospective students have up to date and accurate information publicly available to them.

Responsibility	Student Services Manager, Head of College, and Group Colleges Director
Record Management	Change/Defer/Withdraw Form Student File The Student Records Management System
Reference	Refund Policy and Procedure Non Academic Grievance Policy and Procedure Academic Progression Policy and Procedure Academic Integrity Policy and Procedure General Misconduct Policy and Procedure Glossary of Terms
Policy Developed By	Compliance Manager
Policy Endorsed By	Academic Board
Policy Approved By	CEO
Policy Complies with	AUQA, ESOS Act 2000, National Code 2007 and AQTF 2007
Version Number	1.0
Revision Date	Created October 2008 Revised 15 February 2012 (header and footer only)