

# Subject Cancellation (HE) Procedure

## Section 1 - Purpose

(1) The intent of this procedure is to describe the process and assign responsibility for cancelling subject offerings and ensuring students are not disadvantaged.

## Section 2 - Definitions

(2) For the purpose of this procedure the following definitions apply:

- a. Core subject: a compulsory component of study within a course.
- b. Elective subject: a choice of optional subjects within a course.
- c. Pre-requisite subject: a subject that allows a student to achieve an appropriate level of knowledge before progressing to a more advanced subject within a course.
- d. Subject: a component of study within a course.
- e. Subject cancellation: a subject that due to internal or external changes is removed from the list of subject offerings in a particular semester.

## Section 3 - Responsibility and Accountability

### labelling a Subject Offering

Task	Responsibility	Notes
Determine staffing and resource requirements for subject offerings	Head of Program in consultation with Subject Coordinators	Where a staff member is unwell due to serious illness, make every effort to recruit alternative academic staff with relevant expertise
Monitor enrolment numbers for all subjects leading up to the beginning of the semester	Head of Program and Course Administrator	
Confirm minimum number of enrolments reached/not reached two weeks prior to the beginning of semester	Head of Program and Course Administrator	Minimum enrolment numbers for a subject will be six enrolments
Determine any impacts to students and their progression in the course due to subject cancellations	Head of Program	Consider core, elective, pre-requisite components Consult with International Office regarding visa implications for international students
Identify alternative subject options for students (if minimum not reached)	Head of Program in consultation with academic staff	
Determine alternative elective options for electives that are cancelled	Head of Program in consultation with academic staff	

Task	Responsibility	Notes
Make recommendation to the Head of School to cancel the subject at one or more campuses including rationale and alternative subject options	Head of Program	Refer to: <a href="#">Subject Cancellation (HE) Policy</a> Consult with International Office regarding visa implications for international students
Consider recommendation and determine outcome	Head of School	
Notify students of subject cancellation and alternative subject options as soon as possible and no later than one week prior to the beginning of semester	Head of Program and Course Administrator	cc International Office in all international student communication
Amend enrolment prior to the beginning of semester	Student	

### Scheduling Cancelled Subject Offerings in Future Semesters

Task	Responsibility	Notes
Determine staffing and resource requirements for subject offerings	Head of Program in consultation with Subject Coordinators	
Identify core or pre-requisite subject/s cancelled in the previous semester/s	Head of Program	
Schedule core subjects	Head of Program	
Schedule pre-requisite subject offerings sequentially in the following year	Head of Program and Course Administrator	Semester 1 and 2
Confirm students will be able to complete course requirements within the standard timeframe	Head of Program	
Advise students of subject offerings during re-enrolment	Head of Program	
Complete re-enrolment in required subjects	Student	

## Section 4 - Supporting Documents and Templates

- (3) [Enrolment \(HE\) Policy](#)
- (4) [Enrolment \(HE\) Procedure](#)
- (5) [Subject Cancellation \(HE\) Policy](#)
- (6) [Quality Policy](#)

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st January 2018
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<b>Policy Owner</b>	Marc Blanks Executive Director Curriculum Innovation and Teaching Excellence
<b>Policy Implementation Officer</b>	Nicola Cooley Director Higher Education
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