

HEFOR09 Appeal Against Exclusion from Course

PURPOSE

Students who wish to appeal a decision to exclude a student from their course of study - made in accordance with the rules for course progression outlined in HEPP29 Student Progress and Exclusion Policy and Procedure - may complete this form and deliver it to the Student Welfare Officer, who will lodge it with the Academic Director for consideration.

REQUIREMENTS

REQUIREMENT TO ATTAIN MINIMUM ACADEMIC STANDARDS

Students are required to attain minimum academic standards. Students do not meet minimum academic standards in a course if they:

- fail a particular unit of study more than once; or
- fail 50% or more of the units of study attempted in a semester.

Additionally, international students are expected to complete their course in the requisite number of semesters for a student undertaking a full-time load (the approved course duration).

The Course Coordinator will monitor the progress of international students at the end of each semester to determine if satisfactory progress is being achieved.

STUDENTS WHO CONTINUE TO FAIL TO MEET MINIMUM ACADEMIC STANDARDS

If a student continues to fail to meet minimum academic standards after additional support has been provided, Student Administration will issue a notice of Unsatisfactory Academic Progress, in which you will be informed of the intention to exclude you from your course, in line with the *HEPP29 Student Progress and Exclusion Policy and Procedure*.

The form on the following pages must be completed in order for you to appeal against this decision to exclude you from the course.

APPEAL ON COMPASSIONATE GROUNDS

Compassionate circumstances are those that are beyond the student's ability to control and may have had a negative impact on the student's ability to maintain satisfactory academic progress.

These could include (but are not limited to):

- Serious illness or injury, where a medical certificate states the student was unable to attend class or to effectively study
- Bereavement due to loss of a close family member (copy of a death certificate may be required)
- Documented psychological condition – for example: severe anxiety or depression
- A traumatic experience which could include (but is not limited to):
 - Involvement in, or witness to, a serious accident or crime
 - A major political upheaval, or natural disaster, in the student's home country, requiring emergency travel which has impacted on study

Whatever the circumstances cited in the appeal against exclusion from course, sufficient evidence of the claims must be attached to this form at the time of submission.

RECORD KEEPING AND CONFIDENTIALITY

All records relating to student appeals will be treated as confidential and will be kept in a secure environment in accordance with SCEI (Higher Education)'s Records Management and Privacy policies.

Section A – Personal Details

SCEI-HE Student Number _____ Date of birth (DD/MM/YYYY) _____

Full name _____

Postal address (for the duration of the appeals process) _____

Suburb _____ State _____

Country _____ Postcode _____

You are completing this form because you have received a notice of Unsatisfactory Academic Progress letter from the Academic Director in which you have been informed that you have not made sufficient progress in your course to date, and will be *excluded* from the course. You are completing this form as an appeal against being excluded from the course, and will be asked to present evidence why you should not be excluded.

Section B – Course Details

Course Name _____ Course Code _____

Are you currently enrolled as an International student? Yes No

Course progression: In which part of the course are you currently enrolled?

Year 1: Semester 1 Semester 2

Year 2: Semester 1 Semester 2

Year 3: Semester 1 Semester 2

Year 4: Semester 1 Semester 2

Section C – Grounds for appeal

Please identify the major reason you think you should not be excluded from the course:

- You have significant new, relevant, evidence why your studies suffered during this period, that has not yet been presented to the Course Leader, or was not available during the period covered by the notice of Unsatisfactory Academic Progress.
- You have evidence that your exclusion from the course is unreasonable, excessive or inappropriate (this includes evidence of compassionate circumstances)
- You have evidence that due process was not observed in making the decision to exclude you from the course, see **HEPP29 Student Progress and Exclusion Policy and Procedure**, at: <http://scei-he.edu.au/wp-content/uploads/2018/11/HEPP29-Student-Progress-and-Exclusion-Policy-and-Procedure-v1.0.pdf>)

If you believe any of the above apply, tick one box and complete the rest of this form.

You might conclude your appeal with a statement such as:

I believe that the above letter indicates the exceptional/unexpected/severe circumstances that have occurred and strongly affected my ability to perform academically to my full potential. I believe that I meet the grounds of appeal and would be willing to attend a hearing to discuss my case. I hope you will consider my case and allow me to continue in my program.

Yours Sincerely

[Your Name]

Section D – Evidence to support statement

In order to verify your case, please provide documentary evidence to support the grounds of appeal you have selected.

If illness, or death of a family member, official evidence issued by an independent source or authority.

If personal illness, or injury, photographs will not suffice. Official documentation from a medical professional is a requirement.

Section E – Submission instructions

Submit this completed form along with PDF or scanned JPGs of your evidence to:

Student Administration

student.admin@scei-he.edu.au

In the subject line, please type: **Appeal Against Exclusion from Course**

Your SCEI-HE student email account will be used for correspondence related to your appeal. Please ensure you check this account regularly.

TIMEFRAMES FOR RESOLUTION

Upon receipt of this form and associated evidence by Student Administration, all efforts will be made to have the appeal assessed and a decision returned to you within twenty (20) working days.

PRIVACY

Information supplied as part of your appeal submission will be treated in a confidential manner in accordance with SCEI-HE's HEPP34 Privacy Policy and the provisions of other relevant state and Australian Government information handling acts and regulations.

Author	Academic Director
Created	September 2019
Amended	May 2020 (Compliance Coordinator)
Approved	TO BE APPROVED BY Academic Board
Effective date	May 2020
Version	1.1
Review date	May 2022