

Appeal Against Exclusion from Course HEFOR09

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 Monitoring 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 Monitoring, Progress and Exclusion Policy and Procedure*.

The form on the following pages must be completed 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 (a 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 studies

Whatever the circumstances cited in the appeal against exclusion from the 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 deciding to exclude you from the course, see **HEPP29 Student Monitoring Progress and Exclusion Policy and Procedure**, at: [Student-Monitoring-Progress-and-Exclusion-Policy-and-Procedure-HEPP29-V1.5.pdf](#))

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

Section D – Appeal Statement

Please state your case for appeal, aligning it with the grounds for appeal identified in Section C. If you need more space, please attach additional pages and write 'see attached' in the relevant section.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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 E – Evidence to support statement

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

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

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

Section F – Submission instructions

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

Student Administration

student.support@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 confidentially in accordance with SCEI-HE's HEPP34 Privacy Policy and the provisions of other relevant state and Australian Government information handling acts and regulations.