

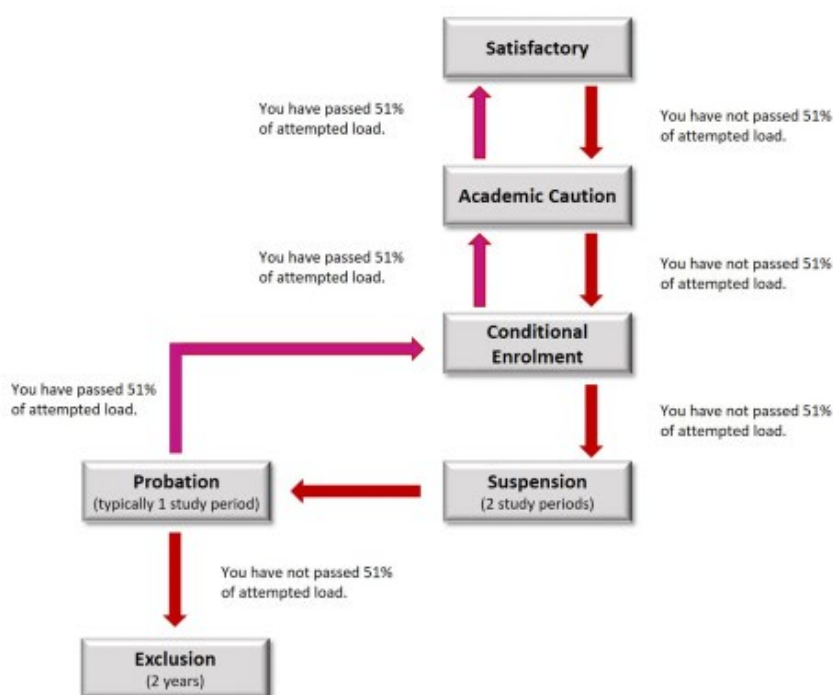


# Guide to Academic Progression

This document is to help students understand Academic Progression, and how to appeal a suspension or exclusion decision made under the policy. This should be read in conjunction with the [Academic Progression Policy / Procedure](#).

## UNDERSTANDING ACADEMIC STANDING LEVELS

The levels of Academic Progression are designed to help you stay on track with your studies, and include:



If you drop below Satisfactory, the University will ask you to seek [support](#) before enrolling. It is recommended that you follow the advice from your [Faculty](#), or seek support independently if you are experiencing difficulties, to avoid dropping to suspension or exclusion status.

## WHAT DOES '51% OF ENROLLED UNITS' MEAN?

The measure of satisfactory Academic Progression is the percentage of units passed which you are studying in a particular session. This is calculated each session, except for Session 3, where your previous standing level will remain (regardless of your performance).

If you are enrolled in:	You must pass:
1 Unit	1 Unit
2 Units	2 Units
3 Units	2 Units
4 Units	3 Units

## OTHER ACADEMIC PROGRESSION REQUIREMENTS

If you are enrolled in a practical, clinical or professional program, there are additional progression requirements you must meet. These requirements are about currency, standards for professional accreditation and fitness to practice. The specific programs and these progression requirements are outlined in the Schedules of the [Academic Progression Policy](#). Failure to meet these requirements can mean a permanent exclusion from your program, which is also able to be appealed under the Academic Appeals Policy noted below.

## UNDERSTANDING SUSPENSION

A student is placed on suspension if they did not pass 51% or more of the attempted load when on conditional enrolment.

A suspension means that you will need to take a break from university for two study periods:

Suspension issued after:	Suspension will be for:	Permitted to re-enrol:
Session 1 results	Session 2 and Session 3	The following Session 1
Session 2 results	Session 3 and Session 1	The following Session 2

You may be able to appeal a decision to suspend you under the Academic Appeals Policy (see below).

### Returning to Studies after Suspension

When you return to studies after a suspension you will be on probation. You will have one session to demonstrate you have improved. This means:

- If you pass 51% or more of the attempted load your academic standing will return to conditional enrolment.
- If you do not pass 51% or more of the attempted load you will be excluded for a duration of at least 2 years and will need to reapply for your program of study.

To appeal a Suspension decision made under the Academic Progression Policy, review the appeal section below.

## UNDERSTANDING EXCLUSION

A student will be excluded due to academic progression if they did not pass 51% or more of the attempted load when on probation.

An exclusion (due to Academic Standing Level) will mean you cannot study at Macquarie for at least 2 years.

You may be able to appeal a decision to exclude you from your program, under the Academic Appeals Policy (see below).

### Returning to Studies after Exclusion

You will be required to reapply for your program after the exclusion period ends. If your application is successful, you will be admitted to the current version of your program (which may mean the units you have left to study could change). You can also apply for [Recognition of Prior Learning](#) to check if you are eligible to receive credit for units already completed.

## RECOMMENDED STEPS IF YOU ARE NOT PROGRESSING WELL WITH YOUR STUDIES

If you are not passing your enrolled units, we recommend seeking [support](#) straight away. Support could include:

- Speaking with your [Academic Adviser](#) in your [Faculty](#), to obtain Academic Advice or ask course-related questions.
- Contacting [Student Wellbeing](#), to manage your overall health and wellbeing through Counselling, Welfare and Accessibility services.
- Accessing [Study Skills Resources](#) to develop the key skills required for university study.
- Obtaining [support around your assignments](#), to ensure you are submitting work to the best of your ability.

It is also important to participate in any intervention strategies suggested by your faculty at each level of Academic Standing. Failure to do so may impact upon your eligibility to appeal, should it be required.

## HOW DO I APPEAL A SUSPENSION OR EXCLUSION DECISION?

Appeals for these decisions are made under the [Academic Appeals Policy](#) / [Procedure](#).

An Academic Appeal asks the university to reconsider a suspension or exclusion due to a procedural error occurring in the decision-making process. The appeal process is designed to check whether you were given *procedural* fairness, ie. did the university follow the correct procedure when making a decision or not?

You will need to consider carefully whether or not you meet one or more of the grounds outlined in the Academic Appeals Policy. It is not enough to simply state that you are unhappy with the decision or that you feel it is unfair.

The grounds for appeal include:

- i. the student affected was not given a reasonable opportunity, appropriate to the circumstances, to present his or her case or provide an explanation, before the decision was made;
- ii. the decision maker in making the decision was biased or there was a reasonable apprehension of bias, against the student affected;
- iii. the decision maker in making the decision, took an irrelevant consideration into account;
- iv. the decision maker in making the decision, failed to take a relevant consideration into account;
- v. the decision maker in making the decision, acted dishonestly or for an improper purpose;
- vi. there was no evidence to justify the decision made by the decision maker;
- vii. the decision was so illogical or unreasonable that it could not have been rationally made;
- viii. the decision was made in accordance with a guideline or direction from the University of general application without regard to the merits of the particular case;
- ix. the decision maker made the decision in the particular case in accordance with the wishes of another person;
- x. the required procedure for making the decision was not followed; and

As a result, the student affected suffered substantial injustice.

You need to write a description about what the procedural error is, explain how it caused a substantial injustice, and provide evidence that relates to each of the grounds you select.

You have **20 Working Days** from the date you were notified of the suspension/exclusion to submit your appeal, via the [Academic Appeals Application](#). Keep in mind that there are no guarantees your appeal will be resolved prior to enrolment deadline for the next session, and therefore you should submit your appeal as soon as it is ready, and consider your backup option in the event enrolment is not possible.

## ADDITIONAL CONSIDERATIONS:

- If you experienced a serious and unavoidable disruption which prevented you from completing units, you may like to consider if you are eligible to apply for [Withdrawal Without Penalty](#). A successful Withdrawal Without Penalty Application may impact upon your academic standing.
- If you feel that the university has made a procedural error when calculating your final grades, you may like to consider if you are eligible to apply for a [Grade Appeal](#). A successful Grade Appeal may impact upon your academic standing.

## SUPPORT AVAILABLE

### Feedback and support with your appeal

If you would like feedback on your appeal against suspension or exclusion, complete the [Student CARE MQ Referral form](#) select "Advocacy support" as the reason for referral, and attach your draft appeal (with evidence) to your submission.



*This guide was prepared for you by the  
Student Advocacy & Support Service.*

*The information is correct as of June 2021.*



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