

MACQUARIE UNIVERSITY ACADEMIC APPEALS AGAINST EXCLUSION UNDER GENERAL COURSEWORK RULES, INFORMATION SHEET

Have you received correspondence from the University stating you have been excluded under the [General Coursework Rules](#)?

The University's General Coursework Rules 9(7) and 9(8) outline the requirements for those students enrolled in a practical, clinical or professional program or unit of study. The General Coursework Rule 10(7) provides that a student who fails to meet these requirements may be excluded from further enrolment in that program of study.

As a result of your academic performance, you have been excluded.

Academic Appeals

The University provides you with 20 working days to lodge an appeal against your exclusion. Under the [Academic Appeals Policy and Procedure](#), you may only appeal if there has been a procedural error in the handling of your exclusion. Therefore, it is important that you read the Academic Appeals Policy and Procedure carefully before submitting an appeal. Appeals must be submitted on an Academic Appeals Application form at ask.mq.edu.au. The deadline for appeal applications is **5:00 pm Friday, 24 January 2020**.

Academic Appeals will only be considered where the student appealing the decision can demonstrate that the University failed to follow its own processes in making the decision to exclude the student. Unless you have a [Withdrawal Without Academic Penalty \(WWAP\)](#) application which is still being finalised or a [Grade Appeal](#) that is still under consideration, you will be required to prove that there has been a procedural error in determining your exclusion.

Admission in Session 1 2020 and Last Day to Enrol in Units

Should you wish to appeal against your exclusion and be eligible to enrol in Session 1, 2020, noting that Session 1 commences on **Monday, 24 February 2020**, you should lodge your appeal **by 5:00 pm Friday, 24 January 2020**. The last date to enrol in Session 1 internal and external units is Sunday, **8 March 2020** and late enrolments will only be considered in exceptional circumstances. Eligibility to enrol will be dependent on your Academic Standing.

Support Services

You are encouraged to seek advice from Student Advocacy and Support before submitting an appeal. The Student Advocacy and Support Unit have Advocacy Officers that are available to assist you prepare an appeal and can be contacted by email campuswellbeing@mq.edu.au or telephone: +61 2 9850 7497. If you are finding it difficult to cope during this period, you can also access support 24 hours a day, 7 days a week, by phoning 1800 MQ CARE (1800 227 367).

Supporting Documentation

You must attach any relevant supporting documentation to your appeal application. It is your responsibility to provide supporting documents at the time of your application - the Academic Appeals Panel will not contact a third party on your behalf.

For Students Enrolled in a Double Degree Who Have Been Excluded

Students who are excluded from further enrolment in a combined or double degree, clinical, practical or professional program, (e.g. BA, LLB or BA, BEd) are permitted to continue in the component of the course that is not affected by the exclusion. Prior to the commencement of Session 1 2019 you will be moved to the single degree component unless your Academic Standing is suspension or exclusion.

If you have met the requirements for the single degree component not affected by your exclusion, you must notify the University that you believe you have completed the requirements of your course by submitting an [Expect to Complete form](#).

Students excluded under the General Coursework Rules, may transfer to any other program for which they are eligible to be considered for admission while under exclusion, prior to the commencement of Session 1 2020 i.e. before Friday 14 February 2020 (<https://students.mq.edu.au/study/my-study-program/making-changes/course-transfer>).

Course Transfers for Students Who Have Been Excluded From A Course Of Study

Students who are excluded from further enrolment in a course and whose appeal for permission to re-enrol in their course is not successful, are permitted to transfer to any other course for which they are eligible. Any student wishing to transfer to another course must meet the requirements and deadlines specified in the Course Transfer section on the University website located at: goto.mq.edu.au/coursetransfer. Please note, that for admission to some courses, you will need to lodge an application with the [Universities Admissions Centre](#).