

## MACQUARIE UNIVERSITY ACADEMIC APPEALS AGAINST SUSPENSION AND EXCLUSION UNDER THE ACADEMIC PROGRESSION POLICY INFORMATION SHEET

**Have you received advice from the University that your Academic Standing is now “Suspension” or “Exclusion” under the [Academic Progression Policy and Procedure](#)?**

Suspension is defined in the Academic Progression Policy as “a student on Conditional Enrolment who has not passed 51% or more of an attempted load in the Study Period under consideration”. As you were previously advised that your Academic Status was “Conditional Enrolment” and you have not passed 51% of your attempted study load in S2 2019 you have been suspended.

Exclusion is defined in the Academic Progression Policy as “a student who is on Probation and who has not passed 51% or more of the attempted load in the Study Period under consideration will be excluded from the University for a period of not less than 2 academic years, and must formally re-apply for admission, in the prescribed manner, at the end of the Exclusion period. As you were previously advised that your Academic Status was “Probation” and you have not passed 51% of your attempted study load in S2 2019 you have been suspended.

In addition, a student who has exceeded the currency requirements for an accredited program of study listed in Schedule 1 of the Academic Progression Policy and Procedure: Programs with Currency Requirements, or who has not met the requirements for a professional program listed in Schedule 2 of the Academic Progression Policy and Procedure: Practical, Clinical and Professional Programs, or Schedule 3 Academic Progression Policy and Procedure: Practical, Clinical and Professional Programs with Fitness to Practice Requirements, may be permanently Excluded from their program of study”.

### **Academic Appeals**

The University provides you with 20 working days to lodge an appeal against your suspension or exclusion. Under the [Academic Appeals Policy and Procedure](#) you may only appeal if there has been a procedural error in the handling of your suspension or 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](http://ask.mq.edu.au).

The deadline for appeal applications is **5:00 pm Monday, 20 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 suspend the student. If you have been suspended or excluded, you should bear in mind that the Academic Progression Policy and Procedure outlines the advice and information provided to students at each stage of progression, and unless you have a [Withdrawal Without Academic Penalty \(WWAP\)](#) application which is still being finalised, a [Grade Appeal](#), or an appeal against a [Special Consideration](#) decision that is still under consideration, you will be required to prove that there has been a procedural error in determining your suspension or exclusion.

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

Should you wish to appeal against your suspension or 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, Monday, 20 January 2020**. The last date to enrol in Session 1 internal and external units is Sunday, **8 March 2020**. Late enrolments will only be considered in exceptional circumstances. Further information on late enrolment is available at: <https://students.mq.edu.au/admin/re-enrol/late-enrolment>.

**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 [advocacy@mq.edu.au](mailto:advocacy@mq.edu.au) or telephone: +61 2 9850 6410. 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.