Guide to Suspension and Exclusion
(Under the Academic Progression Policy)

This document is a guideline for Macquarie University students who wish to understand or appeal a suspension or exclusion under Academic Progression.

 Refer to the Academic Progression Policy here: https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/academic-progression

UNDERSTANDING YOUR ACADEMIC STANDING

To prepare an appeal the first thing you need to do is understand your academic standing.

Suspension

- A student is placed on suspension if they did not pass 51% of units attempted when on conditional enrolment.
- A suspension means that you will need to take a break from university for two study periods:
  
<table>
<thead>
<tr>
<th>Suspension issued after:</th>
<th>Suspension will be for:</th>
<th>Permitted to re-enrol:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 results</td>
<td>Session 2 and Session 3</td>
<td>The following Session 1</td>
</tr>
<tr>
<td>Session 2 results</td>
<td>Session 3 and Session 1</td>
<td>The following Session 2</td>
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</tbody>
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- When you return to studies after a suspension you will be on probation and have one session to demonstrate your abilities. This means:
  - If you pass 51% of your units your academic standing will return to conditional enrolment.
  - If you do not pass 51% of your units you will be excluded for a duration of at least 2 years and will need to reapply for your program of study.

Exclusion

- A student is excluded due to academic progression if they did not pass 51% of units attempted when on probation.
- This means you will not be able to study at Macquarie for at least 2 years.
- You will need to reapply for your program after this time.

Session 3

- A student enrolled in Session 3 who at Session 3 Census Date has a pending Academic Standing status will be permitted to remain enrolled. However, a suspension or exclusion issued as a result of session 2 results will apply in session 1 of the following year (regardless of results for session 3).

HOW DO I APPEAL THIS DECISION?

A suspension or exclusion under the Academic Progression Policy can be appealed only if a procedural error has occurred.

Carefully consider whether your situation meets any of the appeal grounds below. You should explain why you meet the specific criteria by addressing it under the relevant heading and provide evidence where possible.

Unfortunately, if you are dissatisfied with the decision on the grounds that a more correct and preferable decision should have been made (the merits of the case), or cannot identify a relevant appeal ground, you will not be eligible for an appeal.

More information about the appeals process can be found in the Academic Appeals Policy: https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/academic-appeals#policy
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

and as a result, the student affected suffered substantial injustice.

How do I submit an appeal?

- You have 20 Working Days from the date you were notified of the decision to submit your appeal.
- When your appeal is ready log into ask.mq.edu.au and submit the Academic Appeals Application: https://ask.mq.edu.au/account/forms/display/gov_show_cause/

ADDITIONAL CONSIDERATIONS:

- It may be difficult for the outcome of your appeal to be resolved prior to the enrolment deadline for next session. Therefore, it is recommended you consider your back up option in the event enrolment next session is not possible.
- 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

**Student Advocacy and Support**
9850 7497 campuswellbeing@mq.edu.au Level 2, 16 Wally’s Walk

If you would like feedback on your appeal, visit Request for Help – Student Advocacy and Support Services: https://it-mqu.formstack.com/forms/studentadvocacyrequestforhelp

**Counselling Services**
9850 7497 campuswellbeing@mq.edu.au Level 2, 16 Wally’s Walk

If you need support with your overall mental health and wellbeing during this time you may like to get in touch with the Counselling Services.