



**Southern Cross
University**

Governance Services

STUDENT ACADEMIC APPEAL FORM

STUDENT DETAILS (please print)

Name		Student ID	
Name of Unit			
Name of Course			

Preferred Phone	
Preferred Email	
Postal Address	

DECISION BEING APPEALED (please see table at the end of this form for the decisions which can be appealed)

Decision	
Date of Decision	
Relevant Rule	

GROUND OF APPEAL (please see the relevant Rule for the grounds on which you can appeal the decision)

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DETAILS OF STEPS ALREADY TAKEN TO HAVE THE DECISION REVIEWED AS REQUIRED BY THE RELEVANT RULE (please include name and position of person, date review sought, outcome of review, date of notification of outcome)

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(Please attach a separate document if you need more space)

www.scu.edu.au

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Hogbin Drive, Coffs Harbour NSW 2450 Australia
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Updated 7 July 2022

Gold Coast
Locked Mail Bag 4, Coolangatta QLD 4225 Australia
T +61 7 5589 3000 F +61 7 5589 3700

ADDITIONAL INFORMATION

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Please attach any relevant information. This may include:

- medical certificates
- copies of relevant correspondence between you and University staff

Signed:

Date:

Student Advocacy Service

For assistance with your appeal you may wish to contact the University's [Student Advocacy Service](#), which is a free and confidential service available to enrolled students.

Privacy Notice:

Southern Cross University is requesting this information to assess your appeal, and for related administrative purposes. This information is not required by law, however, we may not be able to assess your application if you do not provide it.

Your information will be treated confidentially and will not be disclosed to third parties without your consent, unless we are authorised to do so by law. The University may verify, with the issuing party, the authenticity of any documents you have submitted in support of your appeal.

You may request access to your personal information, or request that it be updated or removed. If you would like to amend or remove your personal information, please contact governance.services@scu.edu.au.

For information on how the University collects, stores, uses and discloses personal information see the [University's Privacy Management Plan](#) or contact the Privacy Officer at privacy@scu.edu.au.

Lodge this Form with the Secretary, Academic Board Appeals Committee by either:

Posting to:	Emailing to:
Secretary of Academic Board Appeals Committee Governance Services Southern Cross University PO Box 157 LISMORE NSW 2480;	academicappeals@scu.edu.au

DECISIONS WHICH CAN BE APPEALED TO THE ACADEMIC BOARD APPEALS COMMITTEE

The following table sets out the decisions which can be appealed to the Academic Board Appeals Committee and the relevant Rule:

Coursework Awards – [Rule 2](#) & [Rule 3](#)

Decision
Exclusion – Rule 2
Final Grade – Rule 3

Honours Awards (Separate Year) – [Rule 5](#)

Decision
Class of Honours
Discontinuation of enrolment
Readmission

Masters by Thesis Awards – [Rule 7](#)

Decision
Determination by Dean, Graduate Studies to terminate student's candidature where no replacement Principal Supervisor
Recommendation by Dean, Graduate Studies to terminate Masters by Thesis candidature based on thesis examiners' reports
Requirement by Dean, Graduate Studies for candidate to: address examiners' reports; address additional issues in the thesis; provide additional input into examination process; submit to re-examination of thesis
Determination by Dean, Graduate Studies to terminate student's candidature where thesis fails re-examination
Determination by Dean, Graduate Studies to terminate candidature where candidate has failed to maintain satisfactory academic progress
Determination by Dean, Graduate Studies to terminate candidature on any reasonable ground
Termination of candidature where lapsed candidate does not apply for re-admission to submit a thesis by the end of their maximum period of lapsed candidature, or whose re-admission application is rejected, or who does not submit within the one calendar month following re-admission
Determination by Manager, Graduate School not to approve re-admission of candidate until one year after the date of termination
Determination by Deputy Vice Chancellor (Research) in relation to Review of Progress Reports or the Assessment of Completion of Confirmation Period
Determination by Dean, Graduate Studies in relation to Decision not to Submit Thesis

Professional Doctorate Awards – [Rule 8](#)

Decision
Decisions relating to coursework units to be lodged in accordance with Rule 3)
Determination by Dean, Graduate Studies to terminate student's candidature where no replacement Principal Supervisor
Recommendation by Dean, Graduate Studies to terminate candidature based on thesis examiners' reports
Requirement by Dean, Graduate Studies for candidate to: address examiners' reports; address additional issues in the thesis; provide additional input into examination process; submit to re-examination of thesis
Determination by Dean, Graduate Studies to terminate student's candidature where thesis fails re-examination
Determination by Dean, Graduate Studies to terminate candidature where candidate has failed to maintain satisfactory academic progress
Determination by Dean, Graduate Studies to terminate candidature on any reasonable ground
Termination of candidature where lapsed candidate does not apply for re-admission to submit a thesis by the end of their maximum period of lapsed candidature, or whose re-admission application is rejected, or who does not submit within the one calendar month following re-admission
Determination by Manager, Graduate School not to approve re-admission of candidate until one year after the date of termination
Determination by DVC(R) in relation to Review of Progress Reports or Assessment of Completion of Confirmation Period
Determination by Dean, Graduate Studies in relation to Decision not to Submit Thesis

Doctor of Philosophy – [Rule 9](#)

Decision
Determination by Dean, Graduate Studies to terminate student's candidature where no replacement Principal Supervisor
Recommendation by Dean, Graduate Studies to terminate candidature based on thesis examiners' reports
Requirement by Dean, Graduate Studies for candidate to: address examiners' reports; address additional issues in the thesis; provide additional input into examination process; submit to re-examination of thesis
Determination by Dean, Graduate Studies to terminate student's candidature where thesis fails re-examination
Determination by Dean, Graduate Studies to terminate candidature where candidate has failed to maintain satisfactory academic progress
Determination by Dean, Graduate Studies to terminate candidature on any reasonable ground
Termination of candidature where lapsed candidate does not apply for re-admission to submit a thesis by the end of their maximum period of lapsed candidature, or whose re-admission application is rejected, or who does not submit within the one calendar month following re-admission
Determination by Manager, Graduate School not to approve re-admission of candidate until one year after the date of termination
Determination by DVC(R) in relation to Review of Progress Reports or Assessment of Completion of Confirmation Period
Determination by Dean, Graduate Studies in relation to Decision not to Submit Thesis