



**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)

|  |
|--|
|  |
|--|

### 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](http://www.scu.edu.au)

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Locked Mail Bag 4, Coolangatta QLD 4225 Australia  
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## 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](mailto: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](mailto:privacy@scu.edu.au).*

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

|  |  |
|--|--|
| <b>Posting to:</b>   | <b>Emailing to:</b>  |
| Secretary of Academic Board Appeals Committee<br>Governance Services<br>Southern Cross University<br>PO Box 157<br>LISMORE NSW 2480; | <a href="mailto:governance.services@scu.edu.au">governance.services@scu.edu.au</a> |

## 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](#)

| <b>Decision</b>   |
|---|
| 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](#)

| <b>Decision</b>   |
|---|
| 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  |