# Student Appeals Form

**This Form <u>must be attached</u> to your appeal made under the Appeal Rules of the University. It must remain attached throughout the whole process.**

This form is for the use of students with regard to the following Rules. These rules can be found in the Handbook or at http://www.scu.edu.au/docs/handbook/

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| 2.10 | Exclusion |
| 3.15 | Appeal Against a Final Grade |
| 5.6 | Honours Awards - Class of Honours |
| 5.7 | Honours Awards - Discontinuation of Enrolment |
| 5.8 | Honours Awards – Readmission |
| 7.7 | Master's by Thesis Award - Appeal Against Assessment |
| 7.12 | Master's by Thesis Award - Discontinuation or Termination of Enrolment and Appeal Processes |
| 7.13 | Master's by Thesis Award - Readmission |
| 8.9 | Professional Doctorates - Discontinuation or Termination of Enrolment and Appeal Processes |
| 8.10 | Professional Doctorates - Readmission |
| 9.9 | Doctor of Philosophy - Appeal Against Assessment Under Rule 9.8 |
| 9.14 | Doctor of Philosophy - Discontinuation or Termination of Enrolment and Appeal Processes |
| 9.15 | Doctor of Philosophy - Readmission |

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**STUDENT CONTACT DETAILS (please print)**

**Name**……..……..……..**Student ID**…….……

**Name of Unit**……..

**Name of Course**……..

| | | | |
|---|---|---|---|
| Home Ph No | | Work Ph No | |
| Mobile | | email | |
| Postal Address | | | |

Please state here the Rule/s under which you (the student) are appealing (see above)

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Please state here the grounds of appeal as per the relevant Rule. You will need to refer to the Handbook.

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**CONTACTED BY STUDENT**

- Some of these people MUST be contacted before you can proceed with your appeal.
- Please put NA if not relevant to your appeal.

| Position | Have you contacted: yes/no | Name of person contacted | Type of contact eg. phone etc | Date |
|---|---|---|---|---|
| Unit Assessor | | | | |
| Course Co-ordinator | | | | |
| Head of School, College or Centre | | | | |
| Executive Dean | | | | |
| Supervisor | | | | |

| Position | Have you contacted yes/no | Name of person contacted | Type of contact eg. phone etc | Date |
|---|---|---|---|---|
| School Director of Postgraduate Studies and Research (or equivalent) | | | | |
| Secretary of Academic Board Appeals Committee | | | | |

**ADDITIONAL INFORMATION**

Further Comments

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**Student**
Students are encouraged to attach the following information to this form where relevant.

- a letter outlining the details of your query or appeal including dates of events
- medical certificate/s
- copies of your correspondence to staff of SCU regarding the issue
- copies of correspondence from the University regarding the issue
- any other relevant material, eg Unit Statement, marking criteria.

## Attach this Form to your documentation and send to:

Secretary of Academic Board Appeals Committee
Office of Executive Director Corporate Services
F Block
Southern Cross University

***If you require assistance with your appeal please contact Mr Geoff Kershaw in Student Services on 02 6620 3943 or email to geoff.kershaw@scu.edu.au***