

ACADEMIC PROGRESSION STATUS REVIEW

In accordance with the University Rules: Admission, Enrolment and Academic Progress Rules ('the Rules') the School Progression Panel will confirm your academic progression status at the end of each Progression Period.

Students who are given an Amber, Red or Purple Status will be sent an Academic Progression Notification (APN) to their student email:

- 1 **Green Status:** is awarded to a student when they are on track with their studies.
- 2 **Amber Status:** advises a student that they are making marginal academic progress.
- 3 **Red Status:** students on Red Status are at risk of exclusion. Unless by prior approval, students who have a Red Status will be restricted to an enrolment of no more than 45 credit points.
- 4 **Purple Status:** students with a Purple Status have been excluded from their course for not making satisfactory progress. There are a number of ways a student can reach purple status and your APN letter will explain your particular circumstances.

If you receive a Purple Status, carefully read through your ECU Academic Progression Notification email. It is important to understand why you have been excluded as this will impact on your appeal routes and future ECU study options.



I HAVE RECEIVED AN ACADEMIC PROGRESSION NOTIFICATION EMAIL AND HAVE BEEN AWARDED **PURPLE** STATUS, WHAT ARE MY OPTIONS?

Accept the exclusion and cease studying at ECU

You may decide that studying at ECU is not for you. You could consider an alternative career path such as TAFE or entering the workforce. Alternatively, you could apply to a different University to continue your studies.

Accept the exclusion and apply to return to the same course after 12 months

A student who has a Purple Status is permitted to apply, to enrol, onto the same course subject to meeting a number of conditions. Your Guild Advisory Officer (GAO) can advise you of these if this is an option you are considering. Please note, you must wait at least 12 months before submitting your application to resume your studies.

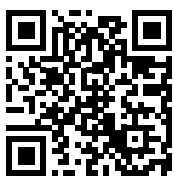
Accept the exclusion and apply to re-enrol in a different course at ECU

If you have received a Purple Status you can apply to re-enrol onto a different course at ECU. You are permitted to apply immediately as there is no waiting period, however your enrolment is not guaranteed and, if accepted, may be subject to a number of conditions imposed by the relevant Associate Dean of Teaching and Learning.

If you are excluded from your course and seeking to enrol into another course, you must ensure that your application for admission is lodged with ECU at least one month before the relevant teaching period commencement date.

Request a Formal Review of the exclusion (Purple Status)

You have the right to appeal if you have been excluded and can demonstrate you meet one, or more, of ECU's grounds for an Academic Progression Status Review.



WHAT ARE THE GROUNDS FOR AN ACADEMIC PROGRESSION STATUS FORMAL REVIEW?

You can request a review of your Academic Progression Status if you can demonstrate one of the following grounds:

- The University has not adhered to its relevant Rules and policies;
- A University discretion exercised under the Rules, which has adversely affected your Academic Progression Status, was affected by discrimination, prejudice, or bias against a Student;
- There has been a clear error by the University which has adversely affected your Academic Progression Status; or
- You have experienced unexpected and exceptional personal or medical circumstances beyond your control, provided that this can be demonstrated with evidence of such circumstances:
 - has had a substantially negative affect effect on the ability to participate in or study for the relevant Unit during the teaching period;
 - such circumstances were not reasonably foreseeable before the teaching period began; and
 - where a Learning Assessment Plan is in place, that such circumstances fall outside of, or are a substantial deviation from the content of, the Learning Assessment Plan.

YOU CANNOT REQUEST A FORMAL REVIEW BASED ON THE FOLLOWING REASONS:

- Personal, financial, visa or medical problems not referred to in paragraph 14.4;
- Financial, career, visa or other personal implications of the Academic Progression Status given;
- Results received by you, or by other Students, in units completed at the University
- The amount of work done or effort given by you; or
- An Outcome imposed for Academic Misconduct or Academic Breach, or the effect that such an Outcome may have had on your Academic Progression Status.

I HAVE VALID GROUNDS AND WANT TO APPEAL, WHAT DO I HAVE TO DO?

You should try and submit your appeal on time. It should be lodged within 30 calendar days of you receiving your Academic Progression Status Notification (or by the date published on ECU's website). If your application is late you will need to explain the reasons why you missed the appeal submission deadline in your Statement of Claim.

To prepare and submit your application you should:

1. Write a Statement of Claim:

You need to explain to the University why you are appealing. This written explanation is referred to as a Statement of Claim (Statement). Your Statement should list the ground/s on which you are appealing. It should also detail the events that led to your exclusion and the strategies you will put in place to ensure your future educational success.

It is advisable to write your Statement in an MS Word document so you have a copy. Once complete, you can paste it into the relevant section of the online form. If required, your GAO will be able to provide you with a template and guidance on writing your statement.

2. Gather supporting documents

Collate any relevant documents that support the grounds you have listed in your Statement. You will be required to upload these as part of your application. Evidence could include emails from lecturers, a copy of your Learning and Assessment Plan (LAP), Doctor's letter, Psychologist's report.

3. Fill in the online application form

Complete the Academic Progression Status Formal Review form and upload your Statement and supporting documents. You can find this (see below) in your Student Portal under: My Forms > Submit a New Form > Exams, results, reviews and appeals > Academic Progressions Status Formal Review (online)

If your application is considered incomplete, inadequate or seeks an outcome that is not permissible under the Rules, it will be returned to you. Where appropriate, ECU will give you the reasons for the rejection and will allow you to submit more information within 7 days.

If accepted, your appeal application will be sent to the relevant School, or Teaching Area, for review. This is usually carried out by the Associate Dean of Teaching and Learning and they may contact you if they require more information. If they want to interview you, you should receive reasonable notice (not less than 7 days) of any proposed meeting.



Within 21 calendar days of submitting your APSR application, you will receive written notification of the Reviewer's decision. If you have lodged a Withdrawal Without Penalty then that application will be processed first, as the outcome from your WWP may change your Academic Progression Status and an APSR may no longer be required.

Please keep in mind that you need to provisionally enrol in order to continue studying at ECU while your Academic Progression Status Review is being considered. There is a box to tick for this on the online form. While there is a 30 day deadline to lodge an Academic Progression Status Formal Review application, you must also provisionally enrol prior to the enrolment deadline for the relevant study period. Key Enrolment dates can be accessed here (<https://intranet.ecu.edu.au/student/my-studies/re-enrolling-in-study-units/enrolment-dates>).



APPEAL TO THE STUDENT APPEAL COMMITTEE

If you are dissatisfied with the outcome of the Academic Progression Status Review you may have grounds to appeal to the Student Appeals Committee (SAC).

Your GAO can provide you with more information about this process.

It is important to note, you must submit your SAC application within 30 calendar days of receiving the outcome of the Academic Progression Status Review.

INTERNATIONAL STUDENTS

If you are an International student studying on a Student Visa, you are required to meet certain conditions of your visa while studying at ECU.

Under Section 19 of the Education Service for Overseas Students Act 2000, the University is required to notify the Department of Home Affairs if you have been excluded from your course.

This notification will take place after the review or appeals deadline has passed, or after the review and/or appeals process has been finalised.

If you choose not to lodge an appeal or your appeal is unsuccessful, the University will report you to Department of Home Affairs for breaching student visa condition 8202 as soon as practicable after the outcome of your appeal is determined or the 30-calendar day appeal period expires.



HOW CAN THE GUILD HELP ME?

The Guild's GAOs can provide advice and advocacy to support you with the result appeals process.

Examples of how GAOs can assist include:

- Advice on whether you should consider applying for an Academic Progression Status Formal Review (APSR), or Student Appeals Committee process according to your individual circumstances.
- Advice on ECU's various rules and requirements that relate to your review request.
- Assistance with drafting a supporting statement.
- Providing a template letter to assist with your APSR supporting statement.
- Advice on other options that are more appropriate to your situation, such as a Complaint, Withdrawal Without Penalty application, Student Appeals Committee appeal, or support at a meeting with School staff not related to the results appeal process.

If you have any questions about the APSR process, or are unsure whether it is worth going ahead with a review, then always worth consulting with a GAO first. GAOs will provide you with confidential, honest and informed advice.

You can book in with a Guild Advisory Officer for an appointment online via the link below, or at www.ecuguild.org.au

Scan to Book



Any action a student takes after receiving advice from a GAO is the responsibility of the student.