



ECU STUDENT GUILD GUIDE TO ACADEMIC PROGRESSION STATUS REVIEWS

HOW CAN THE GUILD HELP ME?

- Confidential and independent advice on your Academic Progression Status Review (APSR) and Student Appeals Committee (SAC) options.
- Explain rules, grounds, eligibility, and timelines relevant to your case
- Provide a template letter to assist with your SAC supporting statement
- Help organise evidence and prepare uploads
- Act as your support person at School meetings or a SAC hearing
- Advice on alternatives: Complaint, Withdrawal Without Penalty (WWP), course changes, or external options (e.g., National Student Ombudsman)
- Provide clear next-step guidance tailored to your situation

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

- **Accept the exclusion and stop studying at ECU.** Consider other pathways (e.g., TAFE, employment, or applying to another university).
- **Accept the exclusion and apply to return to the same course (after 12 months).** You may apply to resume your course after at least 12 months, subject to conditions. You must wait at least 12 months before submitting your application to resume your studies and admission back into your course is not guaranteed
- **Accept the exclusion and apply for a different ECU course (no waiting period).** You can apply immediately to enrol in a different course. Admission isn't guaranteed and may include conditions set by the Associate Dean (Teaching & Learning). Submit your application at least one month before the teaching period starts.
- **Request an Academic Progression Status Review (APSR).** If you meet one or more eligible grounds, you may request a Formal Review of your Purple Status. A GAO can help you assess your grounds and prepare your application.

I HAVE VALID GROUNDS AND WANT TO APPEAL. WHAT MUST I DO?

DEADLINE

Lodge your Academic Progression Status Review (APSR) **within 30 calendar days** of your status being published/emailed. If you're late, explain why and attach evidence; extensions are only granted in exceptional circumstances.

WRITE YOUR STATEMENT

- State the ground(s) for review.
- Explain the events affecting your progress and your future plans for success.
- Draft in Word first; a GAO can provide a template if needed.

GATHER EVIDENCE

- Attach relevant documents (e.g., LAP, medical letters, psychologist report, emails).

COMPLETE THE ONLINE FORM

- Student Portal → My Forms → Exams, results, reviews and appeals → Academic Progression Status Review.
- Upload your Statement and evidence.
- If your application is incomplete or seeks an impermissible outcome, ECU may return it with reasons; you'll usually have 7 days to resubmit.

WHAT HAPPENS AFTER I APPLY TO APPEAL?

The request goes to your School/Teaching Area. The Associate Dean (T&L/Research) reviews it and may contact you or schedule an interview (you'll get 7 days' notice). You'll receive a written outcome within 21 days of lodging.

IF YOU ALSO LODGED A WWP

The Withdrawal Without Penalty is processed first and its outcome may change your status and make an APSR unnecessary.

PROVISIONAL ENROLMENT

To keep studying while the APSR is considered, tick the provisional enrolment option and make sure you meet the enrolment deadline for your study period. Key dates:

<https://intranet.ecu.edu.au/student/my-studies/enrolling-in-study-units/enrolment-dates>

APPEAL TO THE STUDENT APPEALS COMMITTEE (SAC)

If you are dissatisfied with the outcome of your APSR and have eligible grounds, you may appeal to the SAC. You must lodge your SAC appeal **within 30 calendar days** of receiving the APSR outcome.

A Guild Advisory Officer (GAO) can explain the process and help you prepare your application and evidence. Book an appointment with a GAO ASAP as during busy periods there can be a 2 week wait time.



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:

- Academic Progression Status was adversely affected by the University not adhering to applicable rules, policies or procedures;
- A University discretion exercised under the Rules, which has adversely affected your Academic Progression Status, was affected by discrimination, prejudice, or bias against you;
- 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 you can demonstrate with evidence that such circumstances:
 - Have had a substantially negative effect on your ability to participate in, or study for, the relevant Unit during the teaching period;
 - Were not reasonably foreseeable before the teaching period began; and
 - Where a Learning Access Plan is in place, and such circumstances fall outside, or are a substantial deviation from, the content of the Learning Access Plan.

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

- Personal, financial, visa or medical problems not referred to above;
- 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.

INTERNATIONAL STUDENTS

You must continue to meet your visa conditions while studying. If you are excluded, ECU is required to notify the Department of Home Affairs after the review/appeal deadline has passed or once any review/appeal is finalised.

If you do not appeal, or your appeal is unsuccessful, ECU will report a breach of visa condition 8202 as soon as practicable after the outcome or when the 30-day appeal period expires.

