

Appeal Against Intention to Report for Unsatisfactory Course Progress (Higher Education)



Instructions:

- Student must fill in Section 1 and submit to the Student Services via studentadmin@aapoly.edu.au.
- Appeal process must be accessed within 20 working days from the date advised on the Intention to Report letter.
- Evidence must be provided in English. If it is not in English, an official translation must be provided
- Please write in CAPITAL LETTERS only in a black or blue pen.

Section 1: Student to Complete

First Name: _____ Last Name: _____

Student Number: _____ Campus: _____

Course Enrolled: _____

Contact Number: _____ Email: _____

Details of your grounds for appeal (*Attach documentary evidence and any additional pages if required*)

Supporting evidence:

Medical

Legal

Other _____

Student Declaration:

The above information is true and accurate.

I have provided supporting documents.

I have been advised of the course progress policy.

I have been advised of appeals policy and process.

I understand if the agreed action plan is not met, this will result in an unsuccessful outcome.

Student Signature: _____

Date: _____

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Section 2: Academic Dean to Complete

Details of meeting with the student:

Section 2.1: Assessment of the Student Appeal:

The student had compassionate and compelling ground/s for unsatisfactory course progress:

- Yes
- No

The student appealed without evidence:

- Yes
- No

Appeal successful:

- Yes
- No

Section 2.2: Action Plans (*Successful appeal*)

- Advised of course progress and attendance requirements
- Advised of successful appeal outcome
- English language course to support oral and written comprehension
- Assistance with academic skills such as essay and report writing, meeting assessment requirements and research skills
- Counseling with the Welfare Counsellor and Student Support for assistance with personal issues affecting course progress.
- Mentoring by the lecturer
- Referral to external organisations for assistance (by the Counsellor)
- Reduction in course load approved by the Academic Dean
- Enrolment to summer semester

Section 2.3: Action Plans (*Unsuccessful appeal*)

- Advised of unsuccessful appeal outcome

Academic Dean Signature: _____ Date: _____

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Section 3: Student Services Officer to Complete

External Appeal:

- Yes
- No

Checklist:

- Reported on PRISMS if appeal is unsuccessful
- Paradigm records updated

Further Details:

Student Services Officer Signature: _____ Date: _____