

GUIDELINES FOR APPEALING TO THE ACADEMIC APPEALS COMMITTEE

If you wish to lodge an appeal against your exclusion, you must do so in writing within 14 days from the date of the notification to you of the determination of the Faculty Exclusion Appeals Committee.

Preparation and lodgement of your appeal to the Academic Appeals Committee

Your appeal must be lodged using the [Academic Appeals Committee - Grounds for Appeal Pro Forma](#). Appeals submitted in any other format shall be rejected.

The Academic Appeals Committee will only consider the documentation that was considered by the Faculty Exclusion Appeals Committee. You are not permitted to submit additional documentation in relation to your appeal. The only documentation that you can submit to the Academic Appeals Committee is documentation to support the grounds for appeal that you have selected.

For information pertaining to the preparation and lodgement of your appeal, please refer to the following documentation:

- (i) [Academic Progress Regulations](#):
 - clause 6.7 for Grounds to Appeal to the Academic Appeals Committee;
 - clause 6.8 for lodging an Appeal to the Academic Appeals Committee; and
- (ii) [Procedures for Deciding Appeals Submitted in Accordance with the Academic Progress Regulations](#):
 - clause 2 for Academic Appeals Committee guidelines.

Your exclusion appeal must be mailed to:

**Office of Academic Governance
(Faculty Exclusion Appeal Committee)
Charles Sturt University
Private Mail Bag 29
BATHURST NSW 2795**

In order to meet the deadline for lodging your appeal your exclusion appeal may be:

- faxed to (02) 6338 4194; or
- sent by email to exclusion_appeals@csu.edu.au.

Emailed documents must be submitted as an attachment to an email message using a word processing package which is compatible with Microsoft Word. If you fax or email your appeal you must mail the original signed copies of your appeal documentation including the original signed copies of supporting documents to reach the University no later than 14 days after the expiration of the appeal period.

Interviews with the Academic Appeals Committee

You are not entitled to be interviewed by the Academic Appeals Committee. However, the committee may request an interview with you. You will be notified by an officer of the Office of Academic Governance if you are required for an interview.

Assistance with the preparation of Your Appeal

Assistance with the preparation of your appeal is available from Support Central:

Telephone: (02) 6338 4678 (Bathurst)

If you do not submit an appeal to the Academic Appeals Committee

If you choose not to appeal, then your enrolment will be cancelled 21 days after the confirmation of the decision of the Faculty Exclusion Appeals Committee to exclude you.