

## Academic Progress Appeal – Student Response Form

### PLEASE READ THIS SECTION BEFORE COMPLETING THIS FORM

The Board of Examiners has reassessed your academic progress following your opportunity to show cause and has confirmed your exclusion from Deakin College for 12 months.

Under the *Academic Progress Policy*, you have an opportunity to appeal the Board of Examiners' decision to exclude you from Deakin College.

If you wish to appeal, please complete this form and return by:

- i. By email: [dcoll-appeals@deakin.edu.au](mailto:dcoll-appeals@deakin.edu.au) by no later than **5pm on Wednesday 27 November 2019**; or
- ii. Deliver to Deakin College Reception by **no later than 5pm on Wednesday 27 November 2019**.

You will be advised of the outcome by email to your Deakin College account and by post.

Students are advised to refer to the *Academic Progress Policy* (<https://www.deakincollege.edu.au/policies-procedures>) for further information on the exclusion and appeal process.

For students on an overseas student visa, your exclusion will result in Deakin College reporting to the Department of Education, Skills and Employment and the Department of Home Affairs (Immigration) of your failure to achieve satisfactory course progress which may impact on your student visa.

<b>Student ID:</b>	
<b>Family Name:</b>	
<b>Given Names:</b>	
<b>Course:</b>	
<b>Campus:</b>	
<b>Personal Email Address and Addresses*:</b> Please make sure you have the correct personal email address, correspondence address and local (trimester) address in Student Portal. To check and update your personal email address, correspondence address and local (trimester) address, please log on to the Student Portal and go to Account Administration → Update my Profile → Contact Detail, edit and save. <input type="checkbox"/> My personal email address, correspondence and local (trimester) addresses in Student Portal are correct and up to date. I will also update them if there is any change in the future.	

*\*All correspondence and outcomes will be posted to you at this address and sent electronically to your Deakin College email address and personal email address.*

