

Academic Progression Status – Exclusion

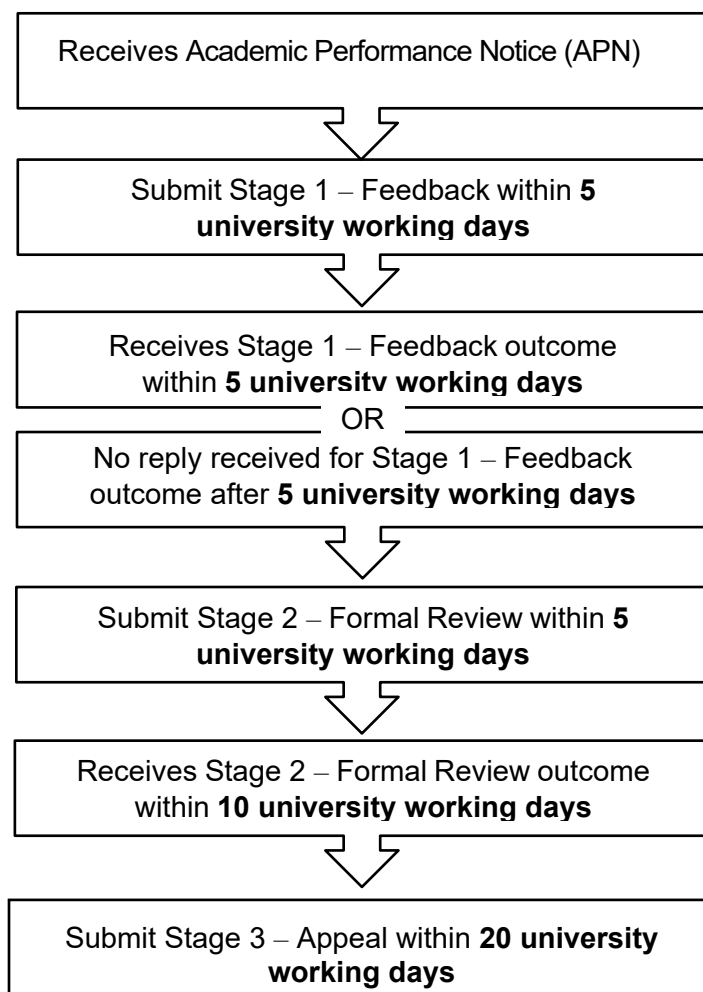
FAQs on the next steps

What are my options after I receive an Academic Performance Notice (APN)?	<p>There are three (3) options to consider.</p> <p>Option 1 – accept the academic status; or Option 2 – consider other study options (course transfer); or Option 3 – may apply for Review and Appeal of Academic Decisions</p>
Option 1- Accept the Academic Status	
What if I wish to choose Option 1 and decide not to study?	<p>You will be withdrawn from the subjects you are enrolled in this semester (if any), and you can request for a refund. Please write in to jcusprogressions@jcu.edu.au for this matter.</p> <p>After withdrawal is completed, the University will notify you when your student pass (for international students) is cancelled.</p>
Option 2- Course Transfer	
What if I wish to choose Option 2 (course transfer) and consider other study options?	<p>You should contact jcusprogressions@jcu.edu.au and enrolments-singapore@jcu.edu.au to find out what other study options are available to you.</p>
If I decide to choose another course, how do I apply?	<ol style="list-style-type: none"> 1. Complete the Application for Course Transfer form found in this link and submit it to studentaffairs-singapore@jcu.edu.au. <p>Please include jcusprogressions@jcu.edu.au in the carbon copy (CC).</p> <ol style="list-style-type: none"> 2. Please also submit a written statement mentioning the following below to enrolments-singapore@jcu.edu.au: <ul style="list-style-type: none"> • The circumstances/difficulties that caused the unsatisfactory academic performance in the past semester • Steps taken to resolve or mitigate the difficulties to ensure it will no longer affect academic performance • provide a reasonable demonstration on future steps taken to ensure there is the ability to handle the rigors of study; and • demonstrate awareness of the financial and academic implications of study <p>Take note the following:</p> <ol style="list-style-type: none"> (a) the deadline for submission is stated in the form, (b) course transfer is subject to approval and (c) student with a current academic status of Exclusion will have a commencing academic status of Conditional for the new course.
What happens after I submit a Course Transfer Form?	<p>Student Affairs and Enrolments team will reach out to you for more information.</p>
What else should I take note of?	<p>A change of Major is NOT possible for a course transfer application.</p> <p>Course Transfers are NOT allowed between programs that have similar inherent requirements, (e.g., Bachelor of Business, Bachelor of Commerce, Bachelor of Economics and Bachelor of Tourism, Hospitality and Events).</p>

	<i>Tip:</i> Do it as soon as possible, you might still be able to continue studies trimester in the new course, if the course transfer is approved.
Option 3- Apply for Review and Appeal of Academic Decisions	
How do I apply for Option 3?	First, you need to send an email to enrolments@jcu.edu.au and ask for a Stage 1 – Feedback . You do not need to add any further details into this email. Note: It is not compulsory for student to apply for an informal review.
How long do I have to send the Stage 1 – Feedback email?	You have 5 university working days from receiving your Academic Performance Notice email. Please refer to the Academic Performance Notice email.
What to do for Stage 1 – Feedback?	Please refer to the link for the details.
If I receive a response for my Stage 1 – Feedback that the Exclusion is correct, but I do not agree. What do I do next?	If you have received a reply to your Stage 1 – Feedback, the next stage is to apply for a Stage 2 – Formal Review if: <ul style="list-style-type: none"> You have new and compelling evidence of special circumstances can be provided which was not available to the Original Decision Maker and which may impact upon the decision or, The Original Decision Maker misapplied the relevant policy and/or procedure in a way which may impact the decision. Click here to access Stage 2 – Formal Review application . Please refer to the link for further details.
How long do I have to submit a Stage 2 – Formal Review application?	You have 5 university working days from the date of the email reply you received from your Stage 1 – Feedback.
What if I need advice with submitting my Formal Review or Appeal application?	If you need any advise on the procedure with submitting your application for a Formal Review please write in to jcusstudent-advisor@jcu.edu.au .
My Stage 2 – Formal Review was dismissed. Can I appeal against the decision?	You can appeal a Formal Review outcome only if you have Legitimate Grounds of Appeal , which means: <ul style="list-style-type: none"> Evidence of actual or apprehended bias on the part of the decision maker on review. The decision maker on review misapplied the relevant policy and/or procedure in a way which may impact the decision.
How long do I have to apply for a Stage 3 – Appeal?	You have 20 university working days from the date you received the Formal Review outcome. Click here to access an Appeal application .
My Appeal was dismissed. What should I do now?	You will be provided with reasons for the dismissal and notice of options for an external review or appeal. This is a final decision and there are no internal options for appeal. Please refer to the outcome letter. You may also consider other study options, such as a course transfer.
Additional support	
I received a notice telling me I'm Excluded from my course. Can I take Leave of Absence (LOA) and return to study in the next semester?	Once you are excluded, you cannot continue with the current course of study. Therefore, no LOA would be processed, and student need not apply for LOA.

<p>What if I have some personal challenges and would like some support?</p>	<p>If you are going through any personal challenges and would like counselling support, please reach out to studentcounselling-singapore@jcu.edu.au.</p> <p>Counsellors at our JCU Counselling office provide free, confidential and non-judgmental support to all students enrolled at JCU and are independent of the decisions made by the University.</p>
<p>Where can I find the official policies and student forms?</p>	<p>Follow the links to find the official sources:</p> <p>Academic and Statutory Decisions Review and Appeal Procedure</p> <p>Review and Appeal of Academic Decisions</p> <p>Course Transfer Procedure</p> <p>Student Forms (for Review and Appeal)</p> <p>Student Form (for Course Transfer)</p>
<p>What if I have further questions?</p>	<p>If you have further questions that are not found in this FAQ, please write in to jcusstudent-advisor@jcu.edu.au.</p>

Review and Appeal Procedure (Simplified)



Note: It is not compulsory for student to apply for an informal review. Student need not go through all stages of the Review and Appeal procedure.