

Request for Review of Academic Status



If you have been placed on Terminated status and have experienced exceptional circumstances you have the right of review and the right of appeal regarding the decision. You must lodge a request for review before you will be able to progress to a formal appeal.

You will need to demonstrate how your results have been affected by circumstances outside of your control.

To request a review of decision to terminate you from your course, this form and any accompanying documentation must be lodged to Progression, Assessment and Awards no later than 20 working days from the date of the Official Communication advising you of your course termination.

Information regarding Academic Status and how to appeal is described at the following website:
<http://students.curtin.edu.au/administration/enrolment/status.cfm>

Once you have submitted this form, you should continue to attend class until the outcome is determined. Notification of the Request for Review outcome will be sent to you as an OC via OASIS.

APPLICANT'S DETAILS

Student ID

Given Name/s Surname

Student email Contact Number

Course Campus Location

Study period and year of Termination

International Domestic

Under Commonwealth legislation, the University is obliged to report student visa holders who have been terminated for not achieving satisfactory course progress to the Department of Home Affairs following the finalisation of Curtin's internal appeal process.

ACADEMIC HISTORY

Please complete the table below for your FOUR (4) most recent study periods (record number of units enrolled, passed and failed for each separate study period you have been enrolled in).

Study Period	No of units enrolled	No of units passed	No of units failed	SWA (office use only)

Have you been on conditional status previously? *YES NO

If so, in which study period/s? Year Study Period Year Study Period

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To lodge this form you will need to include:

- (a) A letter that provides full reasons for requesting a review of the decision to terminate you from your course;
- (b) A list of the steps you have taken to improve your academic performance after being placed on Conditional status and provide evidence of what you have done (e.g. attended workshops, counselling etc.); and
- (c) Any other supporting documentation, such as medical certificates, that confirm how your results have been affected by circumstances outside of your control.

Please submit all documents in portable document format (*.PDF).

All Requests for Review will be accompanied by appropriate documentation. Failure to provide the information requested above may result in the request for review being rejected.

STUDENT DECLARATION (please tick each statement)

I wish to Request a Review of the decision to terminate my enrolment in the above mentioned course. I have read and understood the guidelines and advice on this application form. I acknowledge that where I have provided documentation from an external authority, the University may contact that authority in relation to this matter.

All the information I have provided on this application is true and accurate to the best of my knowledge.

Where able to do so, I have provided supporting documentation in .pdf

Student Signature:

Date submitted:

Email your appeal to progressions@curtin.edu.au using the subject line:
Request for Review Termination – [Student ID] [Student Name]

The University offers support to students to assist them improving their academic status. You may wish to take advantage of the services offered by the [University Counselling and Disability Services](#) or the [Student Wellbeing Advisory Service](#).