

I'VE BEEN EXCLUDED... WHAT NOW?

The following information is designed to facilitate your understanding of what being excluded means and what you must do. This information sheet will provide an outline of what you need to do now, how to do it, and where to get the help you need. For further information on this please go to StudentCentral, Ground Floor, Building 17 or phone 1300 ASK UOW (1300 275 869) or email askuow@uow.edu.au

What Is Exclusion?

Exclusion is the final stage of the Course Progress rules. As an **undergraduate** student, it means that you have been unable to pass more than 50% of the subjects you have attempted in the last three sessions. Exclusion means that you are no longer able to enrol at the University of Wollongong. You can decide to appeal your exclusion. If you decide not to appeal, then you will be able to reapply for admission after one year. A copy of the Undergraduate Course Progress has been included for your information.

Should I Appeal My Exclusion?

In deciding whether or not you should appeal your exclusion, you will need to consider your particular circumstances and what you believe has contributed to your situation. You will need to express to the Appeals Committee via your written appeal, why you think your course status should be returned to probation and be allowed to reenrol for the next session.

If you are unsure of whether or not you should submit an appeal, it is best to make an appointment with your Sub Dean/Associate Dean to discuss your situation. If you believe your poor results are a consequence of something very private happening in your life and you are uncomfortable putting these circumstances in writing, then it is best to speak to your Sub Dean/Associate Dean so that he or she can help you with your options. Your Sub Dean/Associate Dean can also assist you in identifying the issues contributing to your poor academic results. It is important to make an appointment to see your Sub Dean/Associate Dean as soon as possible.

Who Is My Sub Dean/Associate Dean?

Faculty	Sub Dean/Associate Dean	To Make an Appointment
Arts	Stephen Brown	Phone 42213619 or email nikmil@uow.edu.au
Creative Arts	David Vance	Phone 4221 3996 or email fca_subdean@uow.edu.au
Commerce	Ron Perrin and Nadia Verrucci	Phone 4221 3958 or email debbie_critcher@uow.edu.au
Education	Pauline Lysaght	Phone 4221 3981 or email ssc@uow.edu.au
Engineering	Rodney Vickers	Phone 4221 3491 or email engineering_subdean@uow.edu.au
Graduate School of Business	Nelson Perera	Phone 4221 3751 or email gbs@uow.edu.au
Health and Behavioural Sciences	Deanne Condon-Paoloni and Margaret Wallace	Phone 4221 3492 or email hbs_scc@uow.edu.au
Informatics	Peter Nickolas	Phone 4221 3606 or email informatics_studeng@uow.edu.au
Law	Judith Marychurch/KayMaxwell	Phone 4221 3456 or email law@uow.edu.au
Science	Paul Carr	Phone 4221 3172 or email science_office@uow.edu.au

How Do I Appeal?

To appeal your exclusion you will need to make a submission to the Appeals Committee in writing. **Your appeal must be received by 7 August 2009.** Late appeals can only be considered if you can show that you were unable to submit your appeal due to exceptional circumstances. Your appeal will need to include a statement from you explaining:

- What you believed has caused your poor progress
- What is your plan to overcome these problems so that you can be successful in your studies
- What support services you have accessed or will access to assist you
- What is your plan to complete your studies

Your statement will need to be supported by relevant original documentary evidence. When you submit your appeal, StudentCentral can certify copies of your original documents for you. This evidence you include can include medical certificates, counsellor or psychologist reports, financial documents, death certificates or any other document that supports what you have put into your statement.

You will also need to complete the attached "Exclusion Appeal Form". This form has been designed to ensure that the Appeal Committee has all the information they need in order to assess your appeal. This form includes a request to be enrolled in subjects provisionally in Spring session 2009. If you are allowed to continue studying, then your enrolment will not be disadvantaged. If the Appeal Committee does not uphold your appeal, you will be withdrawn from these provisional subjects and your course status returned from a Pending course status to Excluded. Please ensure that you complete this form and attach this to your appeal.

Should you have a very private matter that you are uncomfortable putting in writing or have problems obtaining documentation, please see your Sub Dean/Associate Dean early.

What Happens When I Submit My Appeal?

When you submit your appeal, StudentCentral will check that you have included the following:

- a statement of your circumstances
- supporting documentation
- a completed "Exclusion Appeal Form"

Within three days of submitting your appeal to StudentCentral, you will receive an email confirming that your appeal has been received. You will then be enrolled provisionally in the subjects you have elected and a SOLSMail will be sent to you confirming this.

The Appeal Committee will be meeting on 14 August 2009. After the Appeal Committee has assessed your appeal and a decision has been reached, you will be notified by post within five (5) working days.

In the event that your appeal is declined you may appeal further if you can demonstrate that:

- a. Due process has not been adhered to during the previous appeal or
- b. Relevant new or additional information is now available

Further appeals must be made to the Deputy Vice Chancellor (Academic & International) within 10 working days of the decision from the previous appeal.

If after the above it is decided that exclusion remains and you are dissatisfied with the outcome or conduct of the appeals process you may appeal to an external agency. You have the right to make a complaint to the NSW Ombudsman when there is evidence of maladministration or misconduct by the University of Wollongong. You have 10 working days from the outcome of the final appeal to make a submission to the Ombudsman and should notify the University of your intention to do so.

What Can The Appeal Committee Decide?

The Course Progress Appeal Committee can make the following decisions:

- exclusion stands - you will be excluded for one year and will need to reapply for admission
- permitted to reenrol with a course status of active
- permitted to reenrol with a course status of probation
- granted a leave of absence for up to 12 months
- suspended from the University for a period up to 12 months
- placed on a prescribed program of study
- required to access language and learning support
- referral to a Student Equity and Diversity Liaison Officer
- referred to Faculty based remedial program

Where Can I Get Help? Who Can I Contact?

There are many University support services that can help you achieve successful academic results. These services are **Free to all UOW students!** Student Services provides a range of programs and services which are designed to assist you with your studies and help you progress through your degree. Please refer to the enclosed Student Services brochure for more information.

- **Student Equity and Diversity Liaison Officers (SEDLO)**
The Student Equity and Diversity Liaison Officers provide liaison, information and referral to support services as well as provision of programs supporting student equity and diversity both within faculties and across campus.

Their contact details are contained in the attached brochure.

- Learning Development**
 The Learning Resource Centre provides workshops, individual consultations and self access resources on English language and academic skills. Contact Learning Development for help today! Details in the attached brochure.
- PASS (Peer Assisted Study Session) - Only Selected Subjects**
 PASS is a program where students work together to consolidate understanding, reinforce key concepts, and develop effective study strategies. Find your subject program today
<http://www.uow.edu.au/student/services/pass/index.html>
- Counselling Services**
 The Counselling Service provides individual consultations and personal development programs which can help you sort out what is happening in your life and develop skills for coping with the stresses you experience. UOW counselling services are free and confidential to all students of UOW. Make an appointment by calling their number in the attached brochure.
- Disability Services**
 Students with a disability or long term illness may require additional assistance in adjusting to the requirements of their course and developing independence in their studies. Further information and contact details are contained in the attached brochure.

Undergraduate Course Progress Flow Chart

