



THE WOMEN'S COLLEGE

*Within the University of Sydney*

## ACADEMIC APPEAL APPLICATION GUIDELINES

This application form provides students of The Women's College with the means to lodge an appeal against the College's decision to discontinue their Residency or Affiliate status based on the conditions listed in the Academic Policy. Please refer to the Academic Policy (available via Woogle) when completing this application form.

The following conditions for appeal may be considered:

- **Special circumstances.** Illness and misadventure may be considered grounds for appeal, provided the student has informed the College in advance of receiving their academic results that they have been adversely affected. (Refer to the College Handbook and Student Residency Agreement).
- **General academic performance.** A student's general academic performance (i.e. their overall academic average) over the course of their degree may be considered as grounds for appeal.
- **Pre-existing educational disadvantage.** This would normally be demonstrated by the student entering the University of Sydney via a dedicated pathways program (such the Gadigal Program).

### How to submit an appeal

Should you wish to appeal the discontinuation of your Residency/Affiliate status based on successfully meeting the acceptable criteria outlined in the Academic Policy the following process must be followed:

1. Once you have received official correspondence from the Principal advising you of the discontinuance of your Residency/Affiliate Status, you must download the Academic Appeal Application Form on the College Woogle;
2. You must complete the appeals application form and send it together with all relevant documentation to the Vice Principal by 5.00pm on the due date, published on Woogle.  
**Applications will not be accepted after the due date.**

### Documentation

The following list outlines the appropriate supporting documentation for the appeals process:

1. Letter of support from your doctor/specialist stating the duration and nature of your illness and the degree to which it has affected your academic work.
2. Official correspondence from the University such as the outcome of any appeal, the granting of any special provisions through the Special Consideration process or made by Disability Services, etc.
3. In the case of misadventure, official documentation such as a police or insurance report, death notice or certificate, etc.

PLEASE NOTE: Correspondence from parents or other support persons will not be considered as part of the appeals process.



**THE WOMEN'S COLLEGE**

*Within the University of Sydney*

**What happens after you submit your appeal**

1. You will receive an acknowledgement by email.
2. Your appeal will be assessed in accordance with the Academic Policy. If you do not satisfy the conditions for an appeal, you will not be granted an Appeal Hearing. You will be notified by email advising you of reasons for this decision.
3. If your application meets the conditions for an appeal, you may be invited to attend an Appeal Panel hearing on a stated date. Attendance at this meeting is not compulsory if the Appeal Panel believes your submitted appeal documentation is sufficient for it to come to a decision. The Appeal Panel will consist of two or more members of the College staff and one senior student residing at the College. You may attend the appeal meeting with a support person, who may be a relative or friend (further details on this process will be provided at the time).
4. At the Appeal Panel hearing you will have the opportunity to further address the issues stated in your application.
5. The College reserves the right to collect additional information from College staff and/or the University to assist in its assessment of your commitment to your academic work.
6. You will receive the outcome of your appeal within 48 hours of the meeting via email, after which no further correspondence will be entered into.

**Possible outcomes of your appeal**

1. Your appeal is successful. Your Residency/Affiliate status is reinstated
2. Your appeal is dismissed. The discontinuation of your Residency/Affiliate status is upheld.
3. Your appeal is dismissed. The discontinuance of your Residency status is upheld. In some circumstances you may be offered Affiliate status if your residency is discontinued, and this is at the Panel's discretion.

**Related documents for reference include:**

- The Women's College Handbook
- The Women's College Student Code of Conduct
- Academic Policy
- Academic Appeal Form
- Student Residency Agreement
- The University of Sydney policies and procedures

Document Title:	Document Number:	Effective Date:
Academic Appeal Application Guidelines	TWC-STU-D08  Version 1.4	February 2017 Reviewed: annually Reviewed: January 2023 Revised: November 2023

**Dr Tiffany Donnelly**  
**Principal**