

APPLICATION TO THE DEAN FOR RECONSIDERATION

**To: The Dean
c/- Executive Officer
Academic Progress Committee**

**Faculty of
Email**

This application is to provide information to the dean to consider an Academic Progress Committee rehearing based on the original decision to exclude you from your course. An application may only be made on the basis that there were exceptional circumstances beyond your control which resulted in you being unable to submit a student response (refer to the Exclusions Appeal Procedure (section 4.3 and 4.4).

This application must be submitted to the Faculty Academic Progress Committee executive office within 20 working days of the deemed delivery date of the notice of decision (Academic Progress Committee).

If you choose not to complete all the questions on this form, your application may not be considered.

Name

Student ID

Postal Address

Monash Email

Telephone Contact

SIGNATURE

DATE

Pursuant to regulation 34 of the [Monash University \(Academic Board\) Regulations](#), I apply to the dean for a rehearing of the decision of the Faculty of _____ Academic Progress Committee to exclude me from the degree/diploma of _____ due to exceptional circumstances.

My Notice of Decision letter is dated _____

My campus of study is _____

Following receipt of my Notice of Referral and Hearing letter:

Please tick and/or complete as applicable:

- I did not complete My Plan for Success within the time limit set out in the notice; or
- After advising within the time limit set that I intended to appear but not providing any further evidence in support of my case, I failed to appear at the Academic Progress Committee Hearing.

Provide a summary of your exceptional circumstances (please add a typed submission if preferred).

Attached supporting documentation

Other purposes of collection include: verifying your academic progress; referring the matter back to the Faculty if it is determined you have grounds of appeal; attending to administrative matters; corresponding with you; and statistical analyses. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.