

APPLICATION FOR REMOVAL OF EXCLUSION (DISCIPLINARY) NOTING FROM TRANSCRIPT

1. PERSONAL DETAILS

Griffith Identification Number <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>								Family name: First name: Other names: Date of birth: / /	Home telephone number: Work/mobile telephone number: Gender: <input type="checkbox"/> M (male) <input type="checkbox"/> F (female) <input type="checkbox"/> X (Indeterminate/Intersex/Unspecified)

Email address:	
Street address and number:	
Suburb/town:	State:
Country:	Postcode:

PRIOR TO COMPLETING THIS FORM

Before completing this form, please ensure you:

- **Are applying to have the annotation “excluded from the University on (date) for disciplinary reasons” removed from your Official Academic Transcript.**
- **Refer to the *Academic Transcript Policy*** It is your responsibility to read this document and ensure you understand the requirements for requesting an amendment to your Official Academic Transcript.
- **Are making this application at least ten (10) years since the date of exclusion.** The date of exclusion is the date specified in the annotation on your Official Academic Transcript.

Purpose of this form

This form is to be used where a penalty for exclusion for disciplinary reasons was imposed under the *Student Academic Misconduct Policy*, *Academic Misconduct Policy – HDR Students* or *Student Misconduct Policy* and the former student wishes to have the annotation “excluded from the University on (date) for disciplinary reasons” removed from the Official Academic Transcript.

Former students excluded on disciplinary grounds may apply to have the annotation removed from their Official Academic Transcript to the Deputy Vice Chancellor (Academic), via lodgement of this form with the Office of the Academic Registrar.

A request for amendment to the Official Academic Transcript can be made ten (10) years from the date specified in the annotation.

In determining whether the annotation should be removed, the Deputy Vice Chancellor (Academic) will take into account the following considerations:

- the nature and seriousness of the misconduct leading to disciplinary action
- the circumstances surrounding the misconduct
- the outcomes of applications for readmission
- if relevant, the professional requirements of the program from which the applicant was excluded.

How to submit this form

Application form and any documentary evidence must be **lodged by mail or in person**, to any campus [Student Connect](http://www.griffith.edu.au/student-connect). [<http://www.griffith.edu.au/student-connect>]

Enquiries

To enquire about your application, please contact any Student Centre. Brisbane (+61 7) 3735 7700; Gold Coast (+61 7) 5552 8811; 1800 154 055 (toll free) For 24/7 access to frequently asked questions go to <http://www.griffith.edu.au/ask-us>.

5. CHECKLIST AND SIGNATURE

- I have completed all questions on this form according to the instructions.
- I am ready to proceed with this request.
- The information in this application is true to the best of my knowledge.

Signature: _____ Print name: _____ Date: / /

OFFICE USE ONLY

Receipt of request

Received by: _____

Date request received from student: / /

Is the request made at least ten (10) years following exclusion? Yes No

Letter of acknowledgment

Letter of acknowledgment must be sent by (10 working days from date received): / /

Student sent letter of acknowledgment Date: / /

Outcome of request

Advice received from Dean (Learning & Teaching) or Senior Deputy Vice Chancellor _____

Decision of Deputy Vice Chancellor (Academic): _____

Comments: _____

Date of decision: / /

Advice concerning outcome

Student sent letter advising of outcome: / /

Further action

Was further action taken in respect of this application? Yes No

Details: _____

If approved, request EXT to remove noting from transcript
(email: griffithexams@griffith.edu.au)

Completed