

Appeal against recognition of prior learning and credit transfer – College Appeals Committee (ColAC)

Information sheet

This form is to be completed by

Students who have been denied recognition of prior learning or credit transfer and wish to appeal against the decision to the College Appeals Committee (ColAC).

Submission requirements

In order to make this appeal submission you must:

1. have enrolment in the relevant program
2. have received a **denied** outcome for a recognition of prior learning or credit transfer application
3. have received a 'stage 1: school or college review' of the outcome
4. lodge the completed form and supporting documentation/evidence to your college office (Office of the Pro-Vice Chancellor) no later than 20 working days from the date you were advised of the credit decision (the appeal deadline). Please note, you must complete the School or College review within this timeframe or you will miss the appeal deadline.

In order to protect University IT systems and the integrity of your appeal submission, the complete appeal form and supporting documentation will only be accepted by email in PDF and JPG formats. If you believe the circumstances of your appeal require submission in alternative formats, please contact the ColAC secretariat for advice immediately.

What will happen next? Will I be granted a hearing of the ColAC?

In lodging an appeal, you are requesting a hearing of the ColAC to consider your appeal against recognition of prior learning and credit transfer application outcome.

Following receipt of a complete appeal submission the college Pro Vice-Chancellor (or nominee) will, within 20 working days, decide whether your application satisfies the ground/s of appeal you have selected on page 2 of this form.

Where the eligibility criteria have been deemed:

- (a) to have been met – a hearing of the ColAC will be arranged and we will advise you of the date and time accordingly
- (b) not to have been met – your request for a hearing will be denied and we will advise you accordingly. This communication will explain the reasons for the determination and also advise you of your right to seek an external review of the decision.

Communication

Your RMIT student email account will be used for correspondence related to your appeal.

Further assistance

1. We strongly recommend that you read the University regulations, policies and processes governing credit and student appeals:
 - [rmit.edu.au/about/governance-and-management/statutes-and-regulations/assessment-academic-progress-appeals-regulations](https://www.rmit.edu.au/about/governance-and-management/statutes-and-regulations/assessment-academic-progress-appeals-regulations) (refer to Part 3)
 - [rmit.edu.au/about/governance-and-management/policies/admission-credit-policy](https://www.rmit.edu.au/about/governance-and-management/policies/admission-credit-policy) (refer to 22)
 - [rmit.edu.au/about/governance-and-management/policies/admission-credit-policy/credit-process](https://www.rmit.edu.au/about/governance-and-management/policies/admission-credit-policy/credit-process) (refer to 78–87)
2. For advice on the appeal process or how to complete the form please contact the relevant ColAC secretariat:

▪ Business (Business Connect) Building 80, Level 7 Tel. +61 3 9925 5680 Email: bus.appeals@rmit.edu.au	▪ Design and Social Context Building 101, Level 10 Email: dsc.appeals@rmit.edu.au	▪ Science, Engineering and Health Building 88, Level 8 Tel. +61 3 9925 9520 Email: seh.appeals@rmit.edu.au
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3. You can also contact the RMIT Student Union for advice and support: [rusu.rmit.edu.au](https://www.rusu.rmit.edu.au)
To make an appointment with a student rights officer, tel. +61 3 9925 5004 or email student.rights@rmit.edu.au

Privacy

Information supplied as part of your appeal submission will be treated in a confidential manner in accordance with the RMIT *Privacy policy* and the provisions of other relevant state and Australian Government information handling acts, regulations and statutes. Refer to [rmit.edu.au/privacy](https://www.rmit.edu.au/privacy).

