PACE student grant scheme
REQUEST FOR EXEMPTION FROM GPA REQUIREMENT

PURPOSE

PACE is committed to providing opportunities for all students to participate regardless of socio economic status, living circumstances, ethnicity, gender and capacity.

PACE requires students applying for a PACE Travel Grant or PACE Equity Grant, meet a minimum GPA requirement. In stating a commitment to equity and fairness, PACE recognises that there may be circumstances where a student does not reach the required GPA for eligibility of a Travel Grant or PACE Equity Grant due to serious and unavoidable circumstances, hardship or other issue affecting their academic performance.

Minimum GPA Requirement for PACE Travel Grant or PACE Equity Grant

<table>
<thead>
<tr>
<th>GPA point scale</th>
<th>Explanation</th>
<th>Minimum GPA requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 point scale</td>
<td>If you commenced your course before 2017</td>
<td>2.0</td>
</tr>
<tr>
<td>7 point scale</td>
<td>If you commenced your course in or after 2017 or if you were a continuing student who course transferred in or after 2017</td>
<td>4.0</td>
</tr>
</tbody>
</table>

SCOPE

The PACE Grant GPA Exemption from GPA Requirement is intended for students who meet all the eligibility requirements of the PACE Travel Grant eligibility criteria or PACE Equity Grant with the exception of holding the minimum GPA requirement, where there is a 1) serious and avoidable circumstance, or 2) hardship or other issue affecting academic performance, that has prevented them from performing to their usual level in academic studies.

For an application for GPA Exemption to be considered, the student must have been maintaining the minimum GPA requirement up to that point, and/or for a minimum of two consecutive sessions after.

PROCEDURE

This procedure requires action by the following;

- Student
- PACE Office Manager
- PACE Faculty Team / Unit Convenor
- PACE Academic and Programs Director

1 Please see the University’s Special Consideration policy for the definition of ‘serious and unavoidable circumstances’
STUDENT

HOW TO APPLY

1. Fill in the application form, specifying the category:

a) Where a student is applying for exemption from GPA requirement due to serious and unavoidable circumstances for which a Special Consideration application has been made, this should be indicated on the form. NB. Faculty staff will check the system to verify this information OR

b) Students may also apply for exemption from GPA requirement where they can demonstrate that hardship or other issues, have affected their academic performance. This includes but is not limited to;

- Demands of family responsibilities or similar that have negatively impacted on a student’s GPA over a discrete period of time, where the student can demonstrate that they have held the minimum GPA requirement up to the point of disruption and/or for a minimum of two consecutive sessions following the period of disruption;
- Unsatisfactory performance in a prior course of study where the historical effect of the student’s prior performance has reduced their GPA to less than the requirement, and where the student can demonstrate that they have held the GPA requirement for at least two consecutive sessions following the transfer of course of study.

Where the circumstances are not private or confidential in nature, the student is encouraged, but not required, to provide details to provide the reviewing team with the context required to make a decision on the application for exemption from GPA requirement.

Students are encouraged to contact their PACE Faculty team if they require assistance preparing this form.

NB. For an exemption from GPA requirement application to be granted, the student must have been upholding the minimum GPA requirement up to the date of the serious and unavoidable circumstances, hardship or other issues affecting academic performance and/or for at least two consecutive sessions after.

2. The student submits this form to their PACE Faculty staff / Unit Convenor for their verification / endorsement

3. Once PACE Faculty staff / Unit Convenor endorsement is received, the student emails the completed form to pace@mq.edu.au. The student may arrange for the Faculty Office (organising the endorsement) to send the application to pace@mq.edu.au on their behalf.

PACE FACULTY STAFF OR UNIT CONVENOR

PACE Faculty staff or Unit Convenor reviews the applications / evidence, in liaison with the student where required.
In the cases where exemption is applied for under “serious and unavoidable circumstances” for which a Special Consideration application has been lodged, the PACE Faculty staff / Unit Convenor checks the system and records verification on the application form.

In the cases where exemption is applied for under “other issues affecting my academic performance”, the PACE Faculty staff / Unit Convenor provides endorsement / comments / recommendation on the application form.

**PACE OFFICE MANAGER**

The PACE Office Manager arranges for applications to be assessed for the required content and supporting documentary evidence. The PACE Office Manager categorises the application as one of the following before submitting it, with a copy of the student’s current academic transcript for further consideration to the PACE Academic and Programs Director:

- Complete (provides all of the required documentation and was submitted by the required means)
- Invalid (does not contain required documentation and / or was not submitted by the required means).

If the application is determined to be “invalid”, the PACE Office Manager will contact the PACE Faculty team, who will then liaise with the student about this outcome.

**PACE ACADEMIC AND PROGRAMS DIRECTOR**

The PACE Academic and Programs Director has final authority for assessing and determining the outcome of the exemption from GPA requirement.

The outcome of an exemption from GPA requirement application will be one of the following:

- Granted (application considered with the student being granted permission to proceed with their application for the PACE Travel Grant provided all other eligibility requirements are met)
- Not Granted (application considered and rejected. The student is not eligible to apply for the PACE Travel Grant)

Correspondence to the student will be via the student’s official email address.

NB. Applications will be viewed by Faculty staff / Unit Convenor, PACE Office Manager and PACE Academic and Programs Director for the purposes of assessing the application.