

# Academic appeals for coursework students

	Your responsibility	The University's responsibility
<b>Stage 1</b> Resolution with the original decision-maker	If you are concerned about an academic decision, make an appeal in writing to the relevant decision maker (usually your unit coordinator). Do this within <b>15 working days</b> of the decision.	The relevant decision-maker should deal with the issue promptly and give you a full explanation for the decision. They need to explain the next step in the appeals procedure and refer you to a copy of the Appeals Rule.
<b>Stage 2</b> Faculty-level appeal	If your concerns are not resolved, or you believe there was a failure to follow due process, you may submit an appeal to your Faculty or the Academic Panel within <b>20 working days</b> of the stage 1 decision.	The person who receives your appeal should acknowledge receipt <b>within 3 working days</b> and make reasonable efforts to respond to your appeal <b>within 10 working days</b> . Be aware that there can be delays and you may request an update on your appeal.
<b>Stage 3</b> Appeal to Student Appeals Body	If your concerns are still not resolved by the faculty-level appeal you may submit an appeal to the Student Appeals Body (SAB). Your appeal needs to explain why you believe due process was not followed. SAB appeals must be lodged within <b>15 working days</b> of the faculty-level decision.	If it is confirmed that you have fulfilled the requirements for a SAB appeal, you will receive confirmation of a hearing date <b>at least 10 working days in advance</b> of an appeal hearing. The written outcome provided after the hearing is the final decision at the University.

