

Academic appeals for coursework students

	Your responsibility	The University's responsibility
Stage 1 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 15 working days 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.
Stage 2 Applications for review	If your concerns are not resolved, or you believe there was a failure to follow due process, you may submit an online application for review and include your reasons for the review and any support documentation within 20 working days of the stage 1 decision.	The person who receives your review should acknowledge receipt within 3 working days and make reasonable efforts to respond within 15 working days . Be aware that there can be delays. You will be informed of the reasons for the delay and given an estimate for how long your review will take.
Stage 3 Appeal to Student Appeals Body	If your concerns are still not resolved by the application for review 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 15 working days of the application for review decision.	If it is confirmed that you have fulfilled the requirements for a SAB appeal, you will receive confirmation of a hearing date at least 10 working days in advance of an appeal hearing. The written outcome provided after the hearing is the final decision at the University.

