

Appeals Form



This Form must be attached to your appeal made under the Appeal Rules of the University. It must remain attached throughout the whole process.

This form is for the use of students with regard to the following:

Rule 2, Section 10 - Exclusion

Rule 3, Section 15 - Appeal Against a Final Grade

Rule 5, Section 6 - Honours Awards – Class of Honours

Rule 5, Section 7 - Honours Awards – Discontinuation of Enrolment

Rule 5, Section 8 - Honours Awards – Readmission

Rule 7.7 Master's by Thesis Award –Appeal Against Assessment Under Rule 7.6

Rule 7.12 Master's by Thesis Award – Discontinuation or Termination of Enrolment and Appeal Processes

Rule 7.13 Master's by Thesis Award – Readmission

Rule 8.9 Professional Doctorates – Discontinuation or Termination of Enrolment and Appeal Processes

Rule 8.10 Professional Doctorates – Readmission

Rule 9.9 Doctor of Philosophy – Appeal Against Assessment Under Rule 9.8

Rule 9.14 Doctor of Philosophy – Discontinuation or Termination of Enrolment and Appeal Processes

Rule 9.15 Doctor of Philosophy – Readmission

STUDENT CONTACT DETAILS (please print)

Name _____ Student ID _____

Name of Unit _____

Name of Course _____

| | | | |
|----------------|--|------------|--|
| Home Ph No | | Work Ph No | |
| Mobile | | email | |
| Postal Address | | | |

Please state here the Rule/s under which you (the student) are appealing (see above).

Please state here the grounds of appeal as per the relevant Rule.

CONTACTED BY STUDENT

- Some of these people **MUST** be contacted before you can proceed with your appeal.
- Please put NA if not relevant to your appeal.

| Position | Have you contacted: yes/no | Name of person contacted | Type of contact: eg. phone etc | Date |
|---|-----------------------------------|---------------------------------|---------------------------------------|-------------|
| SRC Student Advocate | | | | |
| Unit Assessor | | | | |
| Course Co-ordinator | | | | |
| Chair of School/College Board | | | | |
| Head of School/College or Director of Centre | | | | |
| Supervisor (Honours and Research Higher Degree Students only) | | | | |
| School Director of Research Training (or equivalent) (Research Higher Degree Students only) | | | | |
| Secretary of Academic Board Appeals Committee | | | | |

ADDITIONAL INFORMATION

Further Comments

Student

Students are encouraged to attach the following information to this form where relevant.

- a letter outlining the details of your query or appeal including dates of events
- medical certificate/s
- copies of your correspondence to staff of SCU regarding the issue
- copies of correspondence from the University regarding the issue
- any other relevant material, e.g. Unit Statement, marking criteria.

Attach this Form to your documentation and send to:

Secretary of Academic Board Appeals Committee
Office of Executive Director Corporate Services
F Block
Southern Cross University