Stage 1 Review Process for Students

Four Easy Steps for Students to follow for review at Stage 1

Step 1
Identify the issue that you would like reviewed. Remember! that you can only request for a stage 1 review on specific grounds specified in the University Policy on Review and Appeal of Academic Decisions Relating to Students.

Complete appropriate Stage 1 Review Form: Assessment Outcome (Form - RAO); Final Grade/Mark (Form - RFG); or Academic decision (Form - RAD).

Completes appropriate Stage 1 Review Form: Progress Status (Form - RPS).

Step 2
Submit within 5 University working days from receipt of decisions/results to:

- 1) allocated course advising faculty student office for:
  - assessment outcome (Form – RAO) of a unit
  - final mark/grade (Form – RFG) for a unit
  - 2) relevant office (i.e. allocated course advising student office or Central Administration) responsible for original decision for review for academic decision (Form – RAD).

Submit within 20 University working days of release of progress status to:

- Allocated course advising faculty student office for reviewing progress status. Submission must address the relevant criteria in the policy.

Step 3
Student notified of outcome within 10 University working days from receipt of Stage 1 review request.

Step 4
Not satisfied with outcome and requesting to progress to Stage 2 review based on grounds in Schedule A of the policy.

Satisfied with outcome - no further action.

Not satisfied with outcome and requesting to progress to Stage 2 review based on grounds in Schedule A of the policy.

See Stage 2 Review Process for Students

See Appeal Process for Students