Appeal Process for Students

Six Easy Steps for Students to Follow for An Appeal

Step 1: Complete appropriate Appeal Form for:
- Assessment Outcome (FORM – SAAO);
- Final Grade or Final Mark for a unit (FORM – SAFG);
- Progress Status (FROM – SAPS);
- Academic Decision (FORM – SAAD);

Step 2: Submit within 20 University working days of notification of the outcome of Stage 2 review / Stage 1 review for Progress Status to:
- Allocated Course Advising Student Office, which processes the submission and forwards to the Office of the Academic Secretary.
- Relevant Office for Appeal against Stage 2 Review of Academic Decision, which processes the submission and forwards to the Office of the Academic Secretary.

Step 3: Student to be advised by the Executive Officer of the Appeals Committee following the decision of the Chair of Academic Board to either (a) summarily dismiss the appeal; or explore other means of resolution in cases where an agreeable negotiated solution is regarded as likely; or (b) escalate the appeal for hearing by the Appeals Committee.

Step 4: Hearing preparation:
1) Prepare for hearing as you will be provided the opportunity to formally present your case
2) Advise the Executive Officer whether you will be assisted or accompanied by a support person
3) You may contact the Guild for assistance and support

Step 5: Attend the hearing and present your case

Step 6: Student notified of outcome (final decision) of the Appeal hearing within 10 University working days from consideration of the Appeal by the Appeals Committee of the Academic Board.

Remember that you can only appeal on specific grounds specified in the University Policy on Review and Appeal of Academic Decisions Relating to Students.

A student who is dissatisfied with the outcome of their appeal may refer their case for consideration by an external body (such as the Ombudsman Western Australia – phone: 92207555 or email: mail@ombudsman.wa.gov.au, postal address: PO BOXZ5386, St Georges Terrace, PERTH WA 6831).