**Appeal Process for Students**

**Six Easy Steps for Students to Follow for An Appeal**

**Step 1**
Completes 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);

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

**Step 2**
Submits within **5 University working days** of notification of the outcome of Stage 2 review / Stage 1 review for Progress Status to:

- **Allocated Course Advising Student Office**
- **Relevant Office (Allocated course advising faculty student office OR Central administration)** for **Appeal against Academic Decision**

Student to be advised by the Executive Officer of the Appeals Committee following the decision of the Chair of Academic Board to either (a) dismiss the appeal or (b) escalate the appeal for hearing by the Appeals Committee.

**Step 3**
Notification of dismissal of appeal (final decision) by Chair of Appeals Committee, which occurs within **5 University working days**

Notification of Appeal hearing, which occurs within **25 University working days**

**Step 4**
Hearing preparation:
1) Prepare for hearing as you will be provided the opportunity to formally present your case
2) Advise the Academic Secretary 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