Stage 2 Review Process for Students

Four Easy Steps for Students to follow for review at Stage 2

**Step 1**
Identify the issue that you would like reviewed.
Remember! that you can only request for a stage 2 review on specific grounds specified in the University Policy on Review and Appeal of Academic Decisions Relating to Students

**Completes appropriate Stage 2 Review Form:**
- Assessment Outcome (Form - RAO);
- Final Grade/Mark (Form - RFG);
- or Academic decision (Form - RAD)

**Step 2**
Submits within **10** University working days of notification of Stage 1 outcome to:
(A student has the right to be accompanied by a support person to any meetings requested as part of the review at stage 2)

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)

**Step 3**
You will be notified of outcome within **10** University working days from receipt of Stage 2 review request

**Step 4**
- Not satisfied with outcome and requesting to appeal based on grounds in Schedule B of the policy
- Satisfied with outcome - no further action

See Appeal Process for Students