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.

Step 2

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

Submits within 5 University working days of notification of Stage 1 outcome 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)

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