

Higher Level 4

Students should submit Academic Appeals on the forms provided by the College and within **7 working days of receiving assessment results**. Academic Appeals that are submitted after 7 days will not normally be considered. However, if there are circumstances beyond the control of the student, that they want taking into account, then a student can appeal.

The procedure is as follows:

STAGE 1

Informal Academic Appeal

1. The student should first consult with the tutor in an attempt to resolve the problem informally.
2. If the situation is not resolved informally the student is entitled to submit a written appeal.

STAGE 2

Consideration of a written Academic Appeal

1. A formal written academic appeal should be submitted electronically or handed in to the HE Academic Quality Leader. Where official documents form part of the evidence, the originals should normally be submitted in hard-copy. Students are advised to take copies of all documentation prior to submission.
2. The HE Academic Quality Leader (or a nominee) will normally acknowledge receipt of the Academic Appeal **within five working days**.
3. On receipt of the Academic Appeal, the HE Academic Quality Leader (or a nominee) will consider whether the appeal is made on one or more of the grounds specified in section 5 above. The student will normally be notified **within ten working days of the appeal being received and the outcome of the appeal application**.
4. If the appeal is considered 'not eligible' the student will receive this outcome with reasons given.
5. The HE Academic Quality Leader (or nominee) will contact the Awarding Organisation (AO) of the outcome. All relevant documentation and data will be sent to AO. The student will be informed that further correspondence regarding the appeal should be directed to the AO.

STAGE 3

The Awarding

Student Academic Appeals Procedure Summary Flowchart

