You should complete this form if you want to formally raise concerns about an academic decision, including your ratified academic results or any circumstances that you believe may have affected your academic results.

If the issue you are concerned about is more generally related to academic matters but not academic results, you should use the Student Complaints Procedure (available on the college website).

Before completing this form and beginning formal procedures, you should first have attempted to resolve the matter informally (also referred to as early resolution). Support and advice is available from a number of sources – try speaking to your tutor, PST, or course leader. Your PST can provide confidential and independent advice.

To begin the formal procedure, complete this form as indicated in each section. You will need to provide details of your attempts at early resolution and attach all evidence relevant to your appeal. If you have any concerns or queries about filling in the form, the people mentioned above will be pleased to discuss these with you.

|  |  |
| --- | --- |
| Student Number |  |
| Full Name |  |
| Preferred address for postal correspondence |  |
| Postcode |  |
| Preferred contact number |  |
| Email Address |  |
| Acknowledgement of receipt of your form and updates will be sent to your WSC email address and copied to the address provided above. If the contact details above are different to those held by the college, please update your contact details as soon as possible by submitting a change of contact details form to Universitystudies@wsc.ac.uk. |

|  |  |
| --- | --- |
| Department/Faculty |  |
| Course title |  |
| Level/Study year |  |
| Full-time/Part-time |  |

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| --- |
| What does your appeal relate to? |
| [ ]  | Examination mark |
| [ ]  | Final award result |
| [ ]  | Coursework mark  |
| [ ]  | Required withdrawal from course |
| [ ]  | A verdict of, or penalty applied in respect of, academic misconduct  |
| [ ]  | A refusal to permit the late submission of coursework or other decision of the Extenuating Circumstances Panel |

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| Please provide details of the academic result(s) or decision being appealed |
| To which pieces of work does the academic result or decision relate? (Please provide module title and component where appropriate) |
|  |
| What was the submission date/examination date for each piece of work noted above? |
|  |
| Date extension or deferral of submission applied for (if applicable)? |  |
| What date were you informed about the academic result or decision? |  |
| How were you informed of the academic result or decision? |
|  |

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| --- |
| What are your grounds for appeal? (tick all that apply and provide details below) |
| [ ]  | Correct procedure was not followed which undermined the validity of the academic result or decision |
| [ ]  | Prejudice and/or bias on the part of the markers and/or Assessment Board affected the academic result or decision |
| [ ]  | Your performance was adversely affected by extenuating circumstances that you had not previously submitted to the Extenuating Circumstances Panel and which you could not have reasonably been expected to submit in advance of the meeting of the Assessment Board |
| [ ]  | Significant changes made to the course without being properly communicated to you |
| [ ]  | Alleged unfair treatment or discrimination in the assessment process which, for good reason, has not been considered previously under the Student Complaints Procedure |
| Please explain below the reason for your appeal |
|  |

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| What attempts have you made at early resolution? |
| Please provide below details of the action you have taken to try to resolve your appeal informally. |
|  |

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| How would you like your appeal to be resolved? |
|  |

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| Please list below the evidence you are attaching to support your appeal. Your appeal will be considered on paper evidence only so please ensure you submit all evidence and supporting documentation relevant to your appeal. |
|  |

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| Declaration |
| I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief. I agree that my appeal may be disclosed to relevant members of the College to the extent necessary for its consideration. I authorise the reviewer(s) of this appeal to consider this form and any relevant information held by the College to the extent necessary for the consideration of my appeal. |
| Signed |  |
| Date |  |

Where to submit your formal appeal

Once completed submit this form and your supporting evidence to the University Studies Office.

Email: Universitystudies@wsc.ac.uk

Post: University Studies,

 West Suffolk College

 Out Risbygate

 Bury St Edmunds

 IP33 3RL

For more information about complaints and how your complaint will be processed, please see the Student Complaints Procedure.