You should complete this form if you have been notified of the outcome of your Stage 1 Academic Appeal and are still not satisfied. 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, it may help to seek advice about your concerns. Support and advice is available from a number of sources – try speaking to your tutor, course leader, or PST. Your PST can provide confidential and independent advice.

If you have any concerns or queries about filling in any part of 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 contacting Universitystudies@wsc.ac.uk. |

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

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| Your Stage 1 Appeal |
| What date did you submit your formal stage appeal? |  |
| What date were you informed about the outcome of your formal stage appeal? |  |
| What was the outcome of your formal stage appeal? |
|  |

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| Your Stage 2 Appeal  |
| What academic result/decision do you want to appeal at stage 2 (review stage)?  |
| [ ]  | 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 |
| Please provide brief details of the academic result(s) or decision being appealed |
|  |

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| What are the grounds for your stage 2 appeal? (tick all that apply and provide details below) |
| [ ]  | You have new information to put forward that, for good reason, could not have been provided earlier in the process |
| [ ]  | There was procedural irregularity in the conduct of the stage 1 appeal |
| [ ]  | There was prejudice and/or bias, or the appearance of prejudice and/or bias, in the conduct of the stage 1 appeal |
| [ ]  | Evidence put forward at stage 1 was not fully and properly considered |
| Please explain the reason for your review stage appeal |
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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.