Academic Appeals Process

**STAGE 1: Initial Consideration by ASM**

ASM determines if there are grounds for appeal

- Yes, grounds
  - Student does not request a review (within 5 working days)
    - Confirms ASM decision
    - Yes, there are grounds
      - CoP Letter
  - Student requests a review to the Assoc. Director (within 5 working days)
    - Agree, there are grounds

- No grounds

**STAGE 2: Consideration by the Assessment Board**

ASM investigates the appeal and reports findings to Chair of the Assessment Board or MC Board.

Chair decides one of the following:

- Yes material irregularity did occur, the original decision would have been different
- Yes material irregularity did occur, but the original decision would not have been different
- No material irregularity did not occur

Chair of Assessment Board decides outcome of appeal (Where appropriate, Chair of MC Board will notify Chair of Assessment Board)

- Upheld
  - Board’s original decision is reviewed
- Reject
  - No change in Board’s decision

Outcome sent to Student (student has right to request consideration at Appeal Hearing – see Stage 3)

**STAGE 3: Consideration of a Request for an Appeal Hearing**

Request for consideration at an Appeal Hearing – Assoc. Director determines if there are grounds

- Yes, grounds
  - Request is accepted and matter is referred to STAGE 4 (Appeal Hearing)
- No grounds
  - Request is rejected and Stage 2 decision stands

No further opportunities for appeal – CoP Letter

**STAGE 4: Appeal Hearing**

Appeal Hearing is convened and Appeals Panel makes final decision

- Appeal Upheld
  - Grounds for appeal have been met
  - Matter is referred back to Chair of the Assessment Board or MC Board (where appropriate) to reconsider original academic appeal
- Appeal Rejected
  - No grounds for appeal and Stage 2 decision stands

No further right of appeal – CoP Letter