

FACULTY OF COMMERCE

STUDENT GRIEVANCE PROCESS FOR AN APPEAL AGAINST A DECISION OR ACTION AFFECTING YOUR ACADEMIC PERFORMANCE AND/OR ACADEMIC EXPERIENCE

If you have a grievance concerning assessable work, you should approach the marker with a request for an explanation and/or remark. If your grievance is unresolved, continue the stages of the process as set out in the following document. Contact the next person on the list **only after** receiving an unsatisfactory resolution from the previous person on the list.

If you have a grievance concerning any other type of decision or action of a staff member that you are unable to resolve with that person on an informal basis, you may proceed with this grievance process.

You must lodge any appeal/grievance within 21 days of the release of the mark for the assessable work OR the decision or action about which you are complaining.

Further information on the University's policy for dealing with student grievances can be found at <http://www.uow.edu.au/handbook/courserules/studacgrievpol.html>

Please complete the following information

| Student Number | Family Name | Other Names |
|-----------------|-------------------------|-----------------|
| | | |
| Current Address | | Telephone/Email |
| | | |
| Course Number | Course Name (e.g. BCom) | Specialisation |
| | | |
| Subject Number | Subject Name | |
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(See over)

If, after careful consideration, you are not satisfied with the decision of the **MARKER** you may continue the appeal process by contacting the **SUBJECT COORDINATOR**. If the **MARKER** and the Subject Coordinator are the same person, you ought contact the **ASSOCIATE HEAD OF SCHOOL** next.

**STAGE 2 REVIEW BY SUBJECT COORDINATOR (If different from MARKER)
COMMENTS**

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| Subject Coordinator's Signature | Subject Coordinators Name (Please Print) | Date |
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[Subject Coordinator; Please retain a copy for your records and return the original to the student]

If, after careful consideration, you are not satisfied with the decision of the **SUBJECT COORDINATOR** you may continue the appeal process by contacting the **ASSOCIATE HEAD OF SCHOOL** or for **BUSS** subjects the **DEPUTY DEAN** within Commerce . If the **SUBJECT COORDINATOR** and the **ASSOCIATE HEAD OF SCHOOL** are the same person, you ought contact the **SUB DEAN** next.

**STAGE 3 REVIEW BY ASSOCIATE HEAD OF SCHOOL
COMMENTS**

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| AHOS's Signature | HOD's Name (Please Print) | Date |
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[Associate Head of School; Retain a copy for your records and return the original to the student]

If, after careful consideration, you are not satisfied with the decision of the ASSOCIATE HEAD OF SCHOOL you may continue the appeal process by contacting the SUB DEAN next.

**STAGE 4 REVIEW BY SUB-DEAN
COMMENTS**

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| Sub Dean's Signature | Sub Dean's Name (Please Print) | Date |
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[Sub Dean; Retain a copy for your records and return the original to the student]

**THE FACULTY OF COMMERCE GRIEVANCE PROCESS IS NOW
EXHAUSTED**

If, after careful consideration, you are still not satisfied with the decision of the SUB DEAN and those other Staff members involved in this grievance process, you may consider and proceed with an appeal to the DEAN OF STUDENTS.