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# **ACADEMIC GRIEVANCE POLICY**

## **Coursework and Honours Students**

### **Faculty of Creative Arts**

### **Appeal against Decision or Action affecting Academic Experience**

#### **Procedure**

If you have a grievance concerning a decision or action of a member of the academic staff of this Faculty that you believe has affected your academic experience and that you are unable to resolve informally, you may lodge a formal grievance with the Faculty by:

1. complete the front page of this form; and
2. submitting the form to the Faculty of Creative Arts Administration Office 25.113 where it will be date stamped and delivered to the relevant person.

**DO NOT COMPLETE THIS DOCUMENT IF YOU ARE SEEKING SPECIAL CONSIDERATION.**

There are potentially two steps of the grievance process. If you are not satisfied with the response of one person in the process, you may submit this form to the Administration Office for consideration by the next person.

**Important Note:** You must lodge your formal grievance within ten (10) working days of the decision, act or omission about which you are complaining. After you receive a response from the Head of School you have ten (10) working days to refer the matter to the Sub Dean if you wish to take the matter further.

Retain a copy of this document for your records.



## Academic Grievance Form

### Stage 2, Step 1 - Submission to School

Student Number	Name	
Current Address		
Telephone	UoW Email	Degree Name

Subject Number	Subject Name

### Reasons for Appeal

Include details of the grievance, any issues that you would like addressed and the outcome that you are seeking.

Attach any supporting documents, including the original of the marked assessment (where applicable).










[Empty dashed-line box for student information]

Student Signature	Date

**Stage 2, Step 2 - Faculty Response**

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Signature	Name (Please Print)	Date
	Assoc. Prof. David Vance, Sub Dean	

If you are not satisfied with the response of the Sub Dean of Creative Arts, you may refer the matter, in writing, to the Dean of Students within ten (10) working days of receiving that response.

**Stage 3 - Referral to Dean of Students**

(to be completed only following the response from Sub Dean)

STUDENT RESPONSE

To Dean of Students







Student Signature	Date