University of Wollongong

Academic Registrar's Division

ACADEMIC GRIEVANCE POLICY
Coursework and Honours Students

Schedule 2

Faculty of [Name]
Appeal against Decision or Action affecting Academic Experience

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. completing the front page of this form; and
2. submitting the form to the Faculty of [name] Administration Office [room number] 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 [first person in process] you have ten (10) working days to refer the matter to [second person in process] if you wish to take the matter further.

Retain a copy of this document for your records

REASONS FOR APPEAL

1. Include details of the grievance, any issues that you would like addressed and the outcome that you are seeking. 2. Attach any supporting documents, including the original of the marked assessment (where applicable).

Student Signature	Date

STAGE 2
REVIEW BY [TITLE] - COMMENTS

Title]'s Signature	[Title]'s Name (Please Print) [	Date

STUDENT RESPONSE

Student Signature	Date

STAGE 2
REVIEW BY [TITLE] - COMMENTS

Title]'s Signature	[Title]'s Name (Please Print) [	**Date**

STUDENT RESPONSE

Student Signature	**Date**

If you are not satisfied with the response of the [title of last person in the process], you may refer the matter, in writing, to the Dean of Students within ten (10) working days of receiving the [title]'s response.