

Academic Appeal Application Form

concerning

Grade Challenges

and

Non-Grade Related Appeals

Before completing this form, you must:

- Note that this form is **NOT** for appealing Attendance Failures (FAs). For FA appeals, please complete the Attendance Failure (FA) Appeal Application Form found at the University website related to [Student Complaints & Appeals](#).
- Read the [Academic Appeals Policy Relating to Grade Challenges](#) for **Grade Challenges**.
- Read the [Academic Appeals Policy Relating to Non-Grade Appeals](#) for **Non-Grade Related Appeals**.
- Read the [Mitigating Circumstances Guidance](#) for clarity on your eligibility to appeal. In order for a formal appeal to be considered, the University must be satisfied that you have grounds to appeal.
- Note that only the student about whom a decision has been made can lodge an appeal against that decision; appeals by third parties are not accepted.

You must complete all pages of this form and forward it to appeals@richmond.ac.uk within 5 working days of receiving official notice of the recommendation or decision that you are appealing.

Guidance and support is available from the Department of Student Affairs and Registry Services. The Department of Student Affairs can help you complete the form and support you through the process.

You must attach evidence with this form as needed.

Semester of the decision you are appealing:

Last Name:

First Name:

Student ID:

Degree programme (e.g. BA in History):

Expected date for completing your studies:

1) Please list the course(s) affected by the appeal:

Course Code (e.g. RLG 5100)	Section (the letter after the course code)	Semester (e.g. SP 2020)	Course Title	Course Instructor	Grade being appealed

2) I wish to lodge an appeal against:

3) My grounds for appeal are:

If Other, please elaborate:

4) For Grade Challenges only (Option 2a above). If you are not submitting a grade challenge, skip to Section 5.

Please read the [Academic Appeals Policy Relating to Grade Challenges](#).

Stage I – the Informal Grade Challenge to Instructor must be exhausted prior to appealing at

Stage II – Grade Challenge to HoD, Associate Dean or Designee.

Decision from Instructor (attach evidence with this form). Please use this space to describe the grade challenge and decision by the instructor.

Decision from HoD, Associate Dean or designee (attach evidence with this form). Please use this space to describe the grade challenge and decision by the HoD, Associate Dean or designee. *Read section 15 of the [Academic Appeals Policy Relating to Grade Challenges](#).*

5) Statement of appeal and supporting evidence

Provide a concise summary of the basis of your appeal and/or your reasons for appealing and of the evidence which supports your case. If you are forwarding additional evidence that is not yet available, you should also list that evidence below and state when it will be submitted. *(Note that this statement and your supporting evidence may be copied to the instructor/ department/ examiner/ committee concerned to help them to respond).*

6) Supporting Documentation

List here any documents which are relevant and which you wish to use in support of your appeal – these should be attached to the form. If you are forwarding additional evidence that is not yet available, you should also list that evidence below and state when it will be submitted;

Evidence Type

7) The Appeals Committee Secretary will communicate with you via your Richmond email account. Please list any other mailing address relating to this appeal if required:

If you change your address it is your responsibility to make sure that you let us know of the change by sending an e-mail to appeals@richmond.ac.uk, marking your e-mail in the address line with 'Change of address for appeal correspondence'.

We will send any documents to the above address by first class mail or recorded delivery. If you leave this section blank, we will use the address that is held in your student record to correspond with you about the appeal.

By signing and submitting this document, along with supporting evidence, you verify that all statements made and documentation provided are true and accurate, and you confirm your agreement to the terms and conditions laid out by the Richmond [Privacy Policy](#).

Student Signature:

Date:

Send this form with the supporting documentation for your appeal to the Secretary of the Academic Appeals Committee (AAC) at appeals@richmond.ac.uk.

Please note that we can only accept appeals by e-mail if they are sent from your Richmond e-mail address.

If you cannot do this, you will need to submit a signed hard copy by hand to Registry Services or by registered post to:

Registry Services
Building 12, Chiswick Park,
566 Chiswick
High Road
London
W4 5AN

Please ensure you obtain a receipt and an item number so that it can be traced, if necessary. **You should also keep a copy of the application form and all supporting documents.** If you are sending your appeal by post, you should also send an email to appeals@richmond.ac.uk to confirm that the documentation is on its way.

Regardless of the mode of delivery, your appeal must arrive by the deadline.