

Attendance Failure (FA) Appeal Form

This appeal form is for an Attendance Failure (FA) only

Note that this form is **NOT** for Grade Challenges and **NOT** for Non-Grade Related Appeals. Detailed information concerning such can be found at the University website related to [Student Complaints & Appeals](#).

Before completing this form, you must:

- Read the [Attendance & Engagement Policy](#).
- Read the [Academic Appeals Policy: Attendance Failures](#).
- 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 by **Monday 22nd April 2024**.

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.

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 2022)	Course Title	Course Instructor	Grade being appealed

2) My grounds for the appeal are:

For a definition of mitigating circumstances, see the [Mitigating Circumstances Guidance](#).

If you chose **(b)** above and believe that you have been marked absent incorrectly or you arrived after attendance was taken, please attach any relevant correspondence with your instructor. **Verbal confirmation is not sufficient – you must have their confirmation in writing.**

3) Statement of appeal

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).*

4) 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

The Academic Appeals Committee Secretary will communicate with you via your Richmond email account.

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'.

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 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:

Richmond American University London
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.