

Further Appeal to the Office of the Provost: Academic Dismissal

Before completing this form, you must read the email from the University Exam board in full. Guidance and support is available from the Department of Student Affairs and from Registry Services. The Department of Student Affairs can help you complete the form and support you through the process.

Please note that this form is to be used to request a review of a University Exam Board (UEB) Decision.

You must complete this form and forward it to provost@richmond.ac.uk within 5 working days of receiving the University Exam Board's decision.

The appeal can be considered only on three grounds:

- (1) an evidenced claim of procedural error in the academic dismissal process; or**
- (2) a claim that you have new evidence to the case that was not available to the University at the time it made the decision. You will need to explain in your appeal why it could not have been made available at the time of the decision; or**
- (3) an evidenced claim that the dismissal decision was manifestly unreasonable or influenced by prejudice or bias.**

Please attach any new evidence with this form as needed along with a copy of the UEB's decision.

Date:

Decision you are appealing: dismissal (University Exam Board)

Your full name:

Your student ID:

Year of entry:

Current year of study:

Your degree programme (e.g. BA in History):

Expected date for completing your studies:

My Academic Advisor is:

I confirm I have attached the following:

A copy of UEB's decision
Any new evidence

My grounds for further appeal are (please explain):

Correspondence will be sent to your Richmond email account.

By signing and submitting this further appeal 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](#).

Your Signature:

Today's Date:

(Please note, the form must be signed and dated to be considered complete.)

Send this form with the supporting documentation for your further appeal to the Office of the Provost at provost@richmond.ac.uk.

Note: All further appeals must arrive by the deadline