

Further Appeal to the Office of the Provost Form

Before completing this form, you must read the relevant policy that you have appealed through on our [University Policies page](#). 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 an Academic Appeal Committee (AAC) or an Academic Progress Committee (APC) Decision when all methods of settlement at the level of each committee have been exhausted. Students must go through the AAC or APC appeals process before engaging in a Further Appeal to the Provost's Office.

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

The appeal can be considered only on three grounds:

(1) mitigating circumstances exist, that for good reason could not have been presented at the appropriate time, and that, if they had been known, it is reasonably likely to have changed the decision that was made.

Note: mitigating circumstances claims must be supported by medical or other documentary evidence;

(2) a procedural irregularity occurred in the conduct of the assessment process;

(3) that a decision was manifestly unreasonable or influenced by prejudice or bias (or perception of prejudice or bias) on the part of the decision-maker(s).

Please attach any new evidence with this form as needed along with the original completed Academic Appeal form or Academic Progress Committee Petition Form and a copy of the AAC or APC decision.

Date:

Semester of the decision you are appealing:

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:

I confirm I have attached the following:

A copy of AAC's decision
A copy of the APC'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.