

“ I want to appeal a grade ”

How to...

Apply For Academic Appeals

1.

A request for a review of a decision of the Board of Examiners may be made if the student has reason to believe:

- a. there has been an arithmetical or other factual error;
- b. there has been a procedural irregularity relating to the assessment process;
- c. the Board has failed to give proper consideration to information presented to it, or there is a bias or perception of bias;
- d. there were extenuating circumstances where, for good reason, the Board was not made aware of a significant factor relating to the assessment of a student when it made its original decision.

2.

Students wishing to make an Academic Appeal must first speak to their Academic Coordinator/Course Leader to raise the query. The AC/CL will either recommend the student to see the Student Administration Manager (SAM) and take the appeal further, ensure the issue is resolved if it is a minor issue, or to dismiss the case. If the case is dismissed, but the student still feels that one of the four circumstances above has occurred then they can continue the process themselves by going to see or by emailing the SAM.

Email qasd@bishopg.ac.uk or find them in the office inside the School Admin Office (Skinner Annexe).

3.

To enter the Formal Stage you must appeal in writing to the Student Administration Manager (SAM) within 20 working days of receiving the grade. They will then assign the case to a member of staff to investigate it. As a result of this you may be asked to meet with them. BGSU Representatives and Staff can accompany you to these meetings for support. You may also be required to present your case to an Appeal Panel. You can also seek SU representation at that point too. If you are unable to attend this panel, it will happen in your absence—be sure to let them know of the reason you cannot attend, and ask if you can submit a statement to the panel to feed in your case in lieu of attending the panel. The SAM will then send a summary from the panel, which will include the outcome, the way in which the University will ensure this isn't repeated, and (if required) an apology.

