When should I submit an Academic Appeal?

An appeal to executive is a request for a formal decision to be re-assessed by the Dean or Director. You can appeal decisions relating to academic processes such as:

- Special Consideration decisions
- Misconduct
- Transfers of Credit or exemptions
- Admission to a programme or module or cancellation of enrolment
- An outcome of a Grade Reconsideration application
- Academic progress (pass/fail)

Students can appeal within **10 working days** for all academic appeals.

You **must attach** a copy of the formal response/outcome letter for which you are appealing a decision and any other supporting documents pertaining to your original complaint or appeal.

If your complaint concerns other academic matters such as delivery, quality or staff, please see our formal complaints form.

**PLEASE NOTE:** There is a **$55 fee** with all appeal applications. This fee will be refunded if your appeal is successful. This fee must be paid before your application is processed.

- **Internet banking:** Payment can be made to the Wintec bank account # 02 0316 0112455 00. Please use your student ID number as the reference.
- **SEIC:** Payment can be made directly to the cashier, located in the Student Enrolment and Information Centre, A Block City Campus.
- **Credit Card:** Please download the credit card form and attach it to this application.

Submit your application in person to the Student Enrolment and Information Centre (SEIC) or email it to academicservices@wintec.ac.nz.

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<tr>
<th>Student ID</th>
<th>What kind of academic decision are you appealing?</th>
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<td>Entry into module</td>
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<td>Special consideration</td>
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<td>Entry into programme</td>
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<td>Grade reconsideration</td>
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<td>Cancelled enrolment</td>
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<td>Other</td>
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Please explain to the Dean/Director why you are appealing the original academic decision. Please attach extra pages if needed.

If you are **appealing the decision relating to an assessment or final grade**, have you submitted a Grade Reconsideration application?  

[ ] Yes  [ ] No

I understand that there is a **$55 fee** attached to this application. I understand that my application will not be processed until payment has been received (see above for details).

You **must attach** a copy of the formal response/outcome letter for which you are appealing a decision. You are encouraged to attach any further information or evidence for the Dean’s/Director’s consideration.

I have attached the required document(s) in support of my appeal

I declare the information submitted on this application form and in the attached document(s) is, to the best of my knowledge, correct and complete. I understand it is my responsibility to provide the necessary evidence. I understand that this application may lead to no change to the original decision.

Signature: ___________________________ Date: _____________

Thank you for your appeal. You will receive an email acknowledgement within **five working days** of your application being received.