

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.

Student ID

Name

Email

Centre/School

What kind of academic decision are you appealing?

- | | |
|---|--|
| <input type="checkbox"/> Entry into module | <input type="checkbox"/> Special consideration |
| <input type="checkbox"/> Entry into programme | <input type="checkbox"/> Grade reconsideration |
| <input type="checkbox"/> Cancelled enrolment | <input type="checkbox"/> Other |

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