Objectives

To set out clear guidelines under which any student in a WCI Higher Education course may appeal against any academic decision that they consider to be unfair or unjust.

Guidelines

Any student enrolled in a WCI Higher Education course has the right of appeal against any of the following academic decisions made by an authorised WCI staff member, or WCI appointed committee, if the student believes that the decision made is unfair, unjust or equitable, and they can show reasonable grounds for submitting the appeal:

- A mark or grade given for any subject assessment or examination.
- Academic misconduct.
- Academic status.
- Denial of an application to graduate from a Higher Education course.
- Dismissal from a classroom or from a WCI Higher Education course.
- Enrolment, subject addition, change, or withdrawal.
- Denial of a Leave of Absence.
- Recognition of Prior Learning.
- Request for a supplementary examination.
- The deferment of a final examination or component of assessment.
- The penalty outcome of a disciplinary investigation.

- Unsuccessful admission into a higher education course.
Any other academic matter related to the conduct of a WCI Higher Education course.

Appeal procedure

Informal resolution process

Students seeking an appeal against any academic decision are encouraged in the first instance to seek resolution through an informal resolution process, and discuss any disputed decision with the Manager Higher Education, the student counsellor and/or any relevant staff member. When any dispute is resolved through an informal resolution process, the Manager Higher Education, student counsellor or relevant staff member will complete a report for the Board of Examiners utilising the relevant WCI informal resolution process form which will need to be signed by all staff member(s) and student(s) involved in the informal resolution process. Copies of the form will be placed on the confidential files of all parties concerned.

If a number of students are involved in the informal resolution process, each student will be required to meet with the Manager Higher Education, student counsellor or relevant staff member individually and a separate form completed for each student.

If, after an informal resolution meeting the student wishes to proceed with a formal appeal, they may do so following the formal appeal process.

Formal appeal process

If the student believes that a formal appeal against an academic decision is appropriate, they must obtain the relevant WCI Student Appeal form from the Manager Higher Education and use the following procedure:

• The student should complete the appropriate student appeal form and submit this and other relevant supporting documents to the Manager Higher Education within five working days of the informal resolution meeting.

• The grounds for the appeal must be clearly stated on the form and a student may seek assistance from the Manager Higher Education, student counsellor or any relevant staff member, in completing the form and preparing the appeal if they wish.

• The Manager Higher Education will acknowledge in writing, receipt of the form within five working days.

• The Manager Higher Education will submit the appeal form and other relevant documents to the Board of Examiners. The Board of Examiners will form an Appeal Committee and will investigate the claims outlined in the appeal. The student may be required to appear before the Appeals Committee to clarify any queries that the Committee may have, or to provide further supporting evidence.

• The Appeals Committee will notify the student in writing of the outcome of the appeal within five working days of the Appeals Committee decision and/or any further action to be taken by the student.

Administrative procedure

• Students seeking information in regard to an avenue for appeal against any academic decision should meet with the Manager Higher Education in the first instance and obtain the relevant WCI form and follow the instructions given.
• Students may meet with the student counsellor to seek advice in the first instance, if they wish.

• The relevant student appeal form must be correctly completed and contain suitable grounds for lodging the appeal.

• Information regarding the student’s right to appeal against any higher education academic decision is available on the WCI Higher Education website and in the WCI Orientation and Course Handbooks.

• Any decision made by the Appeal Committee will be final.