Stage 1 Review Process for Students

Four Easy Steps for Students to follow for review at Stage 1

Step 1

Identify the issue that you would like reviewed.
Remember! that you can only request for a stage 1 review on specific grounds specified in the University Policy on Review and Appeal of Academic Decisions Relating to Students

Complete appropriate Stage 1 Review Form:
Assessment Outcome (Form - **RAO**); Final Grade/Mark (Form - **RFG**); or Academic decision (Form - **RAD**)

Completes appropriate Stage 1 Review Form:
Progress Status (Form - **RPS**);

Step 2

Submits within **10** University working days from receipt of decisions/results to:

1) allocated course advising faculty academic services team for:
- **assessment outcome** (Form – **RAO**) of a unit
- **final mark/ grade** (Form – **RFG**) for a unit

2) relevant office (i.e. allocated course advising student office or Central Administration)responsible for original decision for review for **academic decision** (Form – **RAD**)

Submits within **20** University working days of release of progress status to

Allocated course advising faculty student office for reviewing **progress status. Submission must address the relevant criteria in the policy**

Step 3

Student notified of outcome within **10** University working days from receipt of Stage 1 review request

Student notified of outcome within **5** University working days from receipt of Stage 1 review request

Step 4

Not satisfied with outcome and requesting to progress to Stage 2 review based on grounds in Schedule A of the policy

Satisfied with outcome - no further action

Not satisfied with outcome and requesting to progress to Stage 2 review based on grounds in Schedule A of the policy

See Stage 2 Review Process for Students

See Appeal Process for Students