



Academic Appeal Form

This form is to be used in relation to academic matters only and must be used in conjunction with the CPEE Student Complaint and Appeal Policy and CPEE Academic Appeals Procedure.

STUDENT PERSONAL DETAILS:

Title: **First Name:** **Last Name:**

Email Address: **Student No:**

Student Status: **Enrolled** **Not Enrolled** **Excluded**

PROGRAM:

Program Title:

UNIT DETAILS - Please indicate the Unit which is the subject of the appeal (if applicable)

Unit Number:

Unit Name:

Semester:

Unit Chair:

Assessment Item:

TYPE OF ACADEMIC APPEAL:

Please indicate the type of appeal as set out in the Academic Appeal Procedure.

Assessment **Student Progression** **Student Enrolment** **Academic Misconduct**

Other:

GROUND FORS FOR APPEAL:

Please indicate the grounds for submitting your appeal.

Procedural irregularity

A decision or outcome arrived at without full consideration of all evidence

A decision considered to be incorrect

A penalty considered to be manifestly excessive

Please provide a statement to support your appeal and attach further documentation as necessary.

CONSULTATION AND INFORMAL RESOLUTION PROCESS:

Has a consultation process has taken place? Yes No

Date: _____

Please provide a summarized account of the process taken place to date. Or reasons why a consultation process may not have been undertaken.

DESIRED OUTCOME:

I am seeking the following outcome from my appeal:

STUDENT DECLARATION AND SIGNATURE:

This *Appeal Form*, and accompanying documentation, must be submitted to the Higher Education Officer (HEO) at heo@pavementeducation.edu.au.

- I confirm that the relevant fee (if applicable) has been paid and the receipt is attached to this application.
- I acknowledge that I have read the [Student Complaints and Appeals Policy and Procedure](#) and that this appeal is submitted in accordance therewith.
- I declare that the information provided in this form is accurate and that I have provided details of the grounds upon which I intend to rely in this appeal.

Signature of Student:

Date:

ASSESSMENT OF APPEAL SUBMISSION BY CHAIR OF THE ACADEMIC APPEALS COMMITTEE Date:

The appeal submission has been assessed by the Chair of the Academic Appeals Committee and :

- The Appeal can be heard by the Academic Appeals Committee
- The Appeal submission will not be proceeded with, on the grounds that:
- The Appeal should be referred for mediation first;
 - There are insufficient grounds for the Appeal; or
 - The Appeal is vexatious or malicious

(CPEE office use only)

Date:

The student has completed:

- Student details in full Type of appeal and course details Student Declaration and Signature
- Consultation and Informal Resolution process Grounds for appeal and provided a statement to support the appeal

Submit to:

CPEE | (03) 9890 5155 | heo@pavementeducation.edu.au
 Suite 6, 935 Station Street Box Hill North Vic 3129 Australia