

COMMUNICATION NOTE TO STAFF AND STUDENTS

University Approved Changes to Review and Appeal Requirements for Coursework Students

This message applies to all students in coursework courses and academic matters lodged from 1st January 2023

The University has approved some important changes to the University Policy on Review and Appeal of Academic Decisions Relating to Students in Coursework Courses (UP15/1). The key changes are as follows:

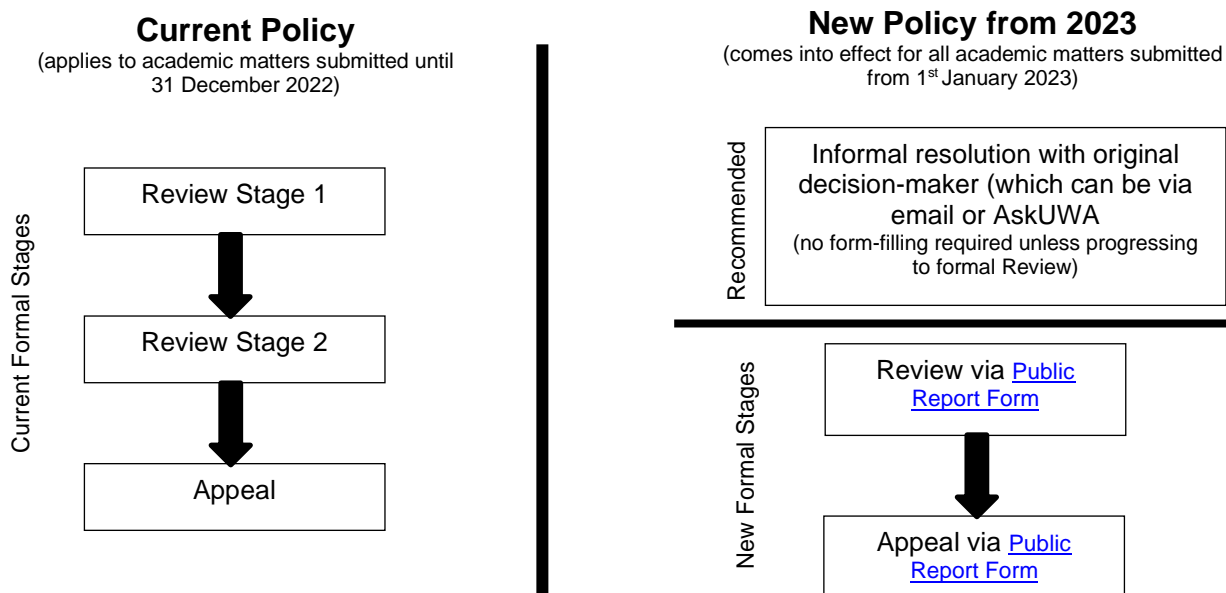
- **Reduction of Review Stages**

The current arrangement which requires a Stage 1 Review and Stage 2 Review for all decisions except Progress Status prior to an Appeal is cumbersome, time-consuming, and confusing. For academic matters submitted from 1st January 2023 a student will be able to seek informal resolution and then submit one Review request. If still dissatisfied, and on allowable grounds, they can then submit an Appeal. The decision to change to a single Review and Appeal process eliminates unnecessary time delays for students.

- **Informal Resolution (Recommended)**

For most types of academic decisions, other than progress status, the University expects students to discuss their concerns, which must be related to the review grounds of the relevant category, with the original decision-maker and seek an informal resolution. Where a student remains concerned that the original decision made is not fair and/or reasonable, they can seek a Review of that decision and must provide any relevant information on informal steps taken with regard to discussing the decision with the original decision-maker.

These changes are captured diagrammatically below:



What to do next?

Refer to the new University Policy on Review and Appeal of Academic Decisions Relating to Students in Coursework Courses ([UP15/1](#)) and [Schedule A](#) to be aware of and understand the new review and appeal requirements. For further clarifications on policy matters contact the Academic Secretary (academic-secretary@uwa.edu.au).