

ACADEMIC PETITIONS POLICY

1. The Academic Progress Committee (APC) considers and acts upon student petitions for exceptions to academic policy. This includes (but is not limited to) the following items:
 - a. Approval to exceed the normal course load when a student's GPA is below the required minimum;
 - b. Approval to late add/drop/withdraw from a course;
 - c. Approval to repeat a course for which a passing grade has been received;
 - d. Approval to be issued with an "incomplete" grade and to either re-sit an exam in the following semester or to complete coursework in the following semester (by Week 4);
2. The APC petition form is available on the University website. Petitions must be submitted in good time for consideration by the APC.
3. Before submitting a petition, students should check that their request is permitted on their particular programme; for example not all programmes have for-credit internships and only degree-seekers on the University's Undergraduate US awards are permitted to overload.
4. All grounds for APC petitions must be supported by valid evidence and comments from the course instructor and/or the academic advisor. Guidance on evidence and statements of support can be found on the petition form. Professional evidence provided by medical, legal or commercial practitioners, will not be accepted if the professional practitioner is related to the student.
5. Any student found to have provided fraudulent evidence or falsified a claim will be subject to disciplinary action.
6. The APC secretary will make an initial determination based on administrative grounds whether or not the case can proceed to the APC. A petition may not be considered if there is no evidence, no substantive case for the APC to hear, or if there is no valid remedy open to the APC.
7. The petition process may be paused if the APC needs more information, and if the APC agrees to grant additional time to a student to produce additional evidence.
8. APC decisions will be communicated to petitioning students via email.
9. All APC outcomes will be recorded in the reserved minutes of the APC.
10. A student who is dissatisfied with the decision of the APC and chooses to appeal the decision may lodge a "Further Appeal" in writing to the University's Academic Registrar.

Only after all methods for settlement at the level of the Academic Progress Committee have been exhausted can the student lodge a Further Appeal.

11. Only the student about whom a decision has been made can lodge a Further Appeal against that decision. Appeals made by third parties are not accepted.
12. Further appeals against APC decisions can be based on the following grounds only:
 - a. Mitigating circumstances exist, that for good reason could not have been presented at the appropriate time, and that, if they had been known, it is reasonably likely would have changed the decision that was made. Mitigating circumstances claims must be supported by medical or other documentary evidence;
 - b. Procedural irregularity took place in the implementation of the appeals process;
 - c. There are reasonable grounds to believe that a decision was manifestly unreasonable or influenced by prejudice or bias on the part of the decision makers.
13. Further Appeal procedures are as follows:
 - a. The student must file a Further Appeal Form to the Academic Registrar requesting a review of APC's decision within 5 working days;
 - b. If the Further Appeal is on the grounds of supplying new evidence then this must be presented with the form;
 - c. The Academic Registrar will review the material presented at the original APC meeting plus any additional information provided by the student;
 - d. The Academic Registrar will request additional information if necessary, and may pause the timeframes to allow this to be gathered and reviewed;
 - e. The Academic Registrar will normally make a final determination within 10 working days and the student will be informed of the outcome.
14. At this point the University's institutional procedures for appeals have been completed. The Completion of Procedures letter will outline for the student the role of the Office of the Independent Adjudicator.
15. If, upon the conclusion the University's institutional procedures the student is dissatisfied with the decision, they may take their appeal to the Office of the Independent Adjudicator for Higher Education (<http://www.oiahe.org.uk/>). Students must first have exhausted all appropriate internal procedures at the University before approaching the OIA.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
1		24 July 2018	28 August 2018
2	Fixed typos. Added a line re: evidence not being accepted from professional practitioners who are family relations in point 3.		
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	