

## **POLICY TITLE:** Academic Appeals

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### **Purpose**

The purpose of this policy is to maintain an effective, timely, fair and equitable approach to academic appeals lodged by students and to ensure that the academic integrity of Photography Studies College (Melbourne) (the College) and the student are protected.

### **Policy**

The College is committed to ensuring that all students have the right to appeal **academic matters** (as defined below) and these appeals will be treated in accordance with the *Fair Treatment and Equal Benefits and Opportunity Policy* and the *Grievance Handling Policy and Procedure (for Academic and Non Academic Matters)*. Where an appeal is determined to be frivolous, vexatious, or lacking in substance, a student's appeal may be dismissed.

### **Procedures**

Academic appeals procedures for students follow those given in the *Grievance Handling Policy and Procedure (for Academic and Non Academic Matters)*.

### **Definitions**

#### **Academic matters**

Include student progress, assessment and results, curriculum and awards in a course of study and the quality of the education provided.

#### **Complainant**

The complainant is the aggrieved student.

#### **Student Grievance:**

This refers to a formal written notice given by a student regarding an unresolved complaint, which initiates action under the *Grievance Handling Policy & Procedure (for Academic and Non Academic Matters)*.

#### **Internal appeals process**

Refers to the process available if the complainant is not satisfied with the outcome of their formal grievance.

#### **External appeals**

Refers to the process available if the complainant is dissatisfied with the outcome of the internal appeals process where they may make a written request to the College that they wish the matter be dealt with through an external dispute resolution process

## Related Documentation

### Policies

Grievance Handling Policy and Procedure (for Academic and Non Academic Matters)  
Fair Treatment and Equal Benefits and Opportunity  
Academic Integrity

### Procedures, Forms & Documents

Student Handbook/s  
PSC Grievance Handling Log Register

## Publishing Details

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Julie Moss - Managing Director

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