



Academic Appeals Policy

Date: 01 AUG 2015

Version: 1

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Charity Number: SCO 36198

1. Policy Statement

- 1.1. The College provides an assessment and certification service that is fully verified both internally and externally to ensure that all students receive consistent and fair treatment against agreed national standards.
- 1.2. The College recognises how important academic results are to students. The College is therefore committed to provide an objective mechanism through which students may appeal against decisions relating to their academic performance and achievement.
- 1.3. To this end the College has implemented an Academic Appeals Procedure designed to facilitate the resolution of disputed assessment decisions.
- 1.4. The purpose of the Academic Appeals system is to assist students appeal against decisions made concerning:
 - a) academic performance.
 - b) any factors which prevented them from completing an assessment.
- 1.5. Appeals may be made on the following grounds:
 - a) When there is a dispute over the marking/grading of an assessment.
 - b) If a student feels that personal circumstances may have affected their assessment performance.
 - c) Where a student considers that the College has not followed published policy or procedures
 - d) Where an administrative error may have had an effect on the student's assessment.
 - e) The Academic Appeals Policy and Procedure refers to internal assessments conducted for courses delivered at City of Glasgow College. Academic Appeals procedures for external assessment conducted at City of Glasgow College are subject to the rules and regulations of the relevant examining and awarding body. Where qualifications are statutory regulated the student may appeal to the awarding body.

1.6 Excluded from the Academic Appeals Policy and Procedure are the following:

- a) Matters relating to Student Discipline, which is covered separately in the College's *Student Disciplinary*
- b) Matters concerning bullying and harassment, which are covered separately in the College's *Student Bullying and Harassment Policy*
- c) Expressions of dissatisfaction concerning the provision of any service provided to students and other College clients, which are covered separately in the College's *Complaints Handling Procedure*.

Approval Status	Approved		
Approved By	Learning and Teaching Committee		
Date Approved	August 2015		
EQIA Status	Initial Screening Conducted?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
	Full EQIA Conducted?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
Minor Revisions Undertaken	Location of revision:		
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Lead Officers:	Head of Performance and Quality Assurance		
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