

# ACADEMIC APPEAL

## CHECKLIST:

- ☐ Address the letter and state **what** you're appealing (i.e. assignment, grade, etc)
  - ☐ Include *key details*: assignment name, module code, submission dates and **grounds** for appeal
  - ☐ Clearly state *why* you're appealing, focus on **exceptional circumstances** or **procedural issues**
  - ☐ Include dates, **relevant** incidents, and **specify** *how* they **impacted** your academic performance.
  - ☐ **Provide** and submit *all* relevant evidence (no additional evidence can be submitted later)
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- ☐ **Describe** actions you've taken to **address** the issue
  - ☐ **What steps** you'll take to *avoid* similar issues in the future
  - ☐ **Show** *reflection* on your actions and **proactive engagement** when seeking help
  - ☐ **Complete** online form, **upload** your statement *and* evidence.

Don't forget to **indicate on the form** that you'd like UEA to share your appeal outcome with Advice(su)!

Good Luck on your application! 😊