

I am appealing against

In this section of the form, you can tell us what kind of decision you are appealing against. For example, if you are appealing the decision of an Exceptional Circumstances Committee to reject your claim, select "I submitted an exceptional circumstances claim and I am unhappy with the outcome."

You can appeal against multiple decisions, but try to select just one box per decision.

Decision types guide

I failed my programme (or got a lower exit award like a DipHE) - select this if you are appealing failure, or award of a lower exit award, such as a PGDip or DipHE.

My degree classification is lower than I would like - select this to appeal against a 2:2, 2:1 or other degree class

I was found guilty of academic misconduct (e.g. plagiarism) - if you have been found guilty of academic misconduct and wish to appeal against it, select this.

I submitted an exceptional circumstances claim and I am unhappy with the outcome - if you have submitted an Exceptional Circumstances claim, but you are unhappy with the decision, for example your claim was rejected or you were given a remedy you are unhappy with.

And/Or something else - select this option for any other decision type you want to appeal against that is not listed above. A secondary list of decision types will open as follows:

(Research students only) : Not being permitted to progress to the next stage of my Research degree, including unsuccessful confirmation of PhD enrolment - Research students only - select this to appeal against not being able to progress on your research degree.

A decision taken by the Special Cases Committee not to uphold recommendations of the Board of Studies - If the Special Cases Committee has made a decision you are unhappy about, for example not to permit repeat study, you can appeal against that decision. Before proceeding with this type of appeal, you should check with the decision-makers by emailing appeals@york.ac.uk and ask whether you can simply submit further evidence. You should also consult with YUSU or the GSA for advice.

Processing of a mark (i.e. a transcription error or other administrative error) - select this *only* if you think there was some clerical or administrative error in recording your mark.

Not being allowed to take a leave of absence - if you are denied permission to take leave after requesting it, select this to appeal.

Not being allowed to transfer (by my current Board of Studies) - select this if your current department won't allow you to transfer. If the department you want to join refuses you, this is not appealable, since it would be an admissions decision.

A Fitness to Practice decision concerning the requirements of professional or regulatory bodies - If you feel a Fitness to Practice decision should be overturned, select this box.

A decision about whether or not to allow or require me to retake, resubmit or resit an assessment - this is only rarely applicable - most students in this position are appealing one of the other decisions. If you are appealing failure, or an Exceptional Circumstances decision, but would also like to resit assessments, don't select this. It's enough to say you are appealing against Failure or an Exceptional Circumstances decision.

I am appealing on the basis that

You can only appeal on the basis of either:

- 1) That you have **exceptional circumstances**, at the time of the affected assessments, and that you **could not have disclosed these** by submitting an Exceptional Circumstances claim within 7 days of the affected assessment(s).
- 2) That a procedural irregularity means the decision should be overturned.

If you think you might have a case on one or both of these grounds, try selecting them then proceeding through the form - you can try out the questions and work out which you think are most applicable to you. If you change your mind, just come back to this list and amend your choice. The form will then update the later questions based on your choices here.

(*For Academic Misconduct appeals there are additional appeal grounds - specific guidance will appear on this if you tell the appeal form you are appealing an academic misconduct decision.)