

## Deadline for Appeals and Late Appeals

Students are required to submit appeals **no later than 28 days** after they have been formally notified of the decision against which they are appealing. For example, if you are appealing against your degree classification, you have 28 days to appeal from the date you are formally notified of your final award.

You can submit your appeal at any time up to 23:59 UK time on the date of the deadline. Any time after that will be considered a late submission.

### Late appeals

In some cases there may be a good reason why it has not been possible to meet the 28-day deadline. In these cases, **students are required to explain why they have not met the deadline.**

The Formal Stage appeals form asks you to confirm whether or not your appeal is on time (i.e. whether or not it has been submitted by the 28-day deadline). If the appeal is not on time *-even if it is only 1 or 2 days late -* you are required to provide an explanation as to why it is late. **It is very important that you complete this section of your Formal Stage appeal form** because, if your appeal is late and you do not have good reason for this, your appeal may be rejected at the Triage level.

If you are able to provide evidence in support of the reason why your appeal is late, this will strengthen the case for allowing your appeal to be accepted late. In some cases, the evidence you have provided in support of your appeal will be useful in determining whether there is a good reason that your appeal is late. For example, if you have provided medical evidence demonstrating that you were very ill at the time of the 28-day deadline, this may also support an explanation that you were too unwell to submit an appeal by the deadline.

If you have good reason for submitting your appeal late but are unsure how to explain or demonstrate this and need advice, you should contact the Advice and Support Team in the Students Union (YUSU) on [asc@yusu.org](mailto:asc@yusu.org) or, if you are a graduate student, the Graduate Students' Association (GSA) advice service at [advice@yorkgsa.org](mailto:advice@yorkgsa.org).

### What happens when you submit a late appeal?

Where an appeal is submitted late, the case officer handling your appeal will make a judgement as to whether you have good reason for submitting the appeal late. If they determine that you do not have good reason for submitting the appeal late, the appeal will be rejected at the Triage stage of the process, under Section 8, Part A, point 3) of the *Student Academic Appeals Procedure*, available to view at: <https://www.york.ac.uk/students/studying/progress/appeals-procedure/>.

## **What are good reasons for submitting an appeal late?**

The following examples are intended to help you to understand what are, and are not, considered to be good reasons for submitting an appeal late. These lists are not exhaustive.

### **Examples of good reasons for submitting an appeal late:**

- A personal medical emergency, such as hospitalisation, which meant that you were too unwell to give attention to your appeal at the time of the 28-day deadline;
- Severe issues outside your control that meant you were unavoidably prevented from submitting your appeal by the deadline;
- That you were given misleading advice or misleading or incorrect notifications about your right to appeal, and the deadline for doing so;
- You are appealing on the basis of a disability which had not been diagnosed at the time of the 28-day deadline and you were not responsible for the delay in diagnosis (*please note, however, that appeals relating to late diagnoses of disabilities will not normally be considered more than one calendar year after the decision against which the the student is appealing has been made, as per Section 5.6 of the Student Academic Appeals Procedure*).

*You should always provide evidence which confirms your reasons for late appeal submission wherever possible. This may be evidence that you are submitting in support of your appeal in any event, or specific evidence to support your reasons for late appeal.*

### **Examples of reasons that are not considered to be good reasons for submitting an appeal late:**

- You simply did not manage to submit the form in time for the deadline;
- Having miscalculated or misunderstood the deadline (unless there is a specific good reason for this, for example it is due to a disability);
- Being undecided about whether or not to appeal;
- You have reflected on your degree classification or award and decided after the 28-day deadline that you have been disadvantaged by the classification or award;
- Being reluctant to disclose your circumstances, including being reluctant because you belong to or grew up in a culture in which problems are not openly discussed or disclosed to others. *This is not accepted as a good reason for non-disclosure of exceptional circumstances at the appropriate time because it would be unjust to accept claims from some students but not others on the basis of assumptions about cultural norms based on a student's nationality, ethnicity or religious faith. The University does not discriminate against students on the basis of nationality, ethnicity, faith or any other protected characteristic under the Equality Act 2010;*
- Stating that you were too unwell to submit an appeal but providing no clear evidence to demonstrate that;

- Stating that you were misadvised about your right to appeal but providing no evidence to demonstrate that;
- Citing a family or other emergency situation, but where there is no clear evidence of your involvement and/or the timings of that in relation to the appeal deadline;
- You are appealing on the basis of a disability that was not diagnosed at the time of the 28-day deadline, but you were responsible for the delay in diagnosis and could reasonably have obtained a diagnosis sooner.

## **What if you don't have all your evidence available by the 28-day deadline?**

If you do not have all your evidence available by the 28-day deadline **you should still submit your appeal by the deadline**. You are able to submit evidence later and there is a section on the form where you can indicate the date by which you intend to provide it.

## **What happens if you have been working towards the appeal deadline but are unable to submit it on time for reasons outside your control?**

There may be some cases where a student is waiting for someone else to take action before they can appeal. For example, there is no-one available from the YUSU Advice team to check their appeal before the deadline, or they are waiting for some documentation about their cases - for example, in an academic misconduct case - before they know exactly how to present their appeal.

In such cases, it is possible to ask for a short extension to the appeal deadline by emailing [appeals@york.ac.uk](mailto:appeals@york.ac.uk). There is no guarantee that this will be granted, however, as it will depend on the circumstances you present, and you should assume that your appeal will need to be submitted by the 28-day deadline unless you have had confirmation from [appeals@york.ac.uk](mailto:appeals@york.ac.uk) of an extension to this deadline.

If you do receive confirmation from [appeals@york.ac.uk](mailto:appeals@york.ac.uk) of an extension to the 28-day deadline, or via a member of the YUSU or GSA advice teams, you should explain this, including the new agreed deadline date, on your Formal Stage appeal form when you are asked whether or not your appeal is on time.

If in doubt, you can submit your appeal by the deadline then email [appeals@york.ac.uk](mailto:appeals@york.ac.uk) to note that you intend to submit an updated version of the appeal, and the date by which you intend to do so.