# Guide to the Formal Stage Academic Appeal Form

## First section
### Your Details

- Fill in your personal details and information about your programme of study.

## Second section
### I am appealing against ...

- Tell us what you are appealing against. Select the options from the tick list that apply to you.

## Third Section
### I am appealing on the basis that ...

- Select the option(s) from the list that describe the basis for your appeal. For each option you select, a new section will open for you to set out the details of your appeal and upload your evidence.

## Fourth Section
### Appeal Summary

- Summarise your appeal and tell us about anything else you think is important.

## Fifth Section
### Submit Form

- Submit your appeal.

### Exceptional Circumstances

- I have exceptional circumstances which I could not have disclosed at the time of the affected assessments.
  - Complete the Exceptional Circumstances section.

### Procedural Irregularity

- A procedural irregularity occurred which means the decision I am appealing against should be changed.
  - Complete the Procedural Irregularity section.

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**For each option a new section will open and you will be asked some additional questions about your appeal.**

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YUSU/GSA permissions and Form Submission