**University Centre South Devon Appeals ProForma**

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| Use this form if you wish to appeal against the decision of an Assessment Board. You should also refer to the document ‘Appeal against the decision of an Assessment Board’, which explains how the appeal process works. | |
| Student Registration Number: | |
| First Name: | |
| Surname: | |
| Course: | Stage: |
| Contact email: | |
| I am appealing against:   * The decision of an Award Assessment Board * An in-year Extenuating Circumstances decision * The decision of a Fitness to Practice/Wellbeing Review Panel * The decision of an Exam Offences/Acadenic Offences Panel | |
| **About your appeal**  State the decision against which you are appealing: | |
| If your appeal relates to particular modules, list the modules and module codes: | |
| What are the grounds for your appeal? | |
| Please provide additional information to support your appeal. Provide as much information about your case as you can – this may help speed up the process. In particular, tell us why you believe you have grounds for appeal:  And, if you are appealing on the basis of extenuating circumstances, explain why you were unable to reveal these before the Assessment Board met (remember that these can only be considering as grounds for appeal in exceptional circumstances). | |
| Please attach the evidence you have to support your case and any documents you are relying on (you may wish to consult the College’s regulations on late coursework and extenuating circumstances for more information about acceptable evidence). Claims of extenuating circumstances must be accompanied by corroborating evidence. | |
| Say what outcome you would wish your appeal to achieve: | |
| Signed: | Date: |
| This form must be submitted to:  HE Faculty Office (Complaints and Appeals)  University Centre South Devon, Long Road, Paignton TQ4 7EJ  [HEcomplaints@southdevon.ac.uk](mailto:HEcomplaints@southdevon.ac.uk) | |