

(Please use this form only for courses NOT awarded by the University of Bradford)

## Bradford College Academic Appeal Form

**Name**

**Student Number**

**Correspondence Address**

**Tel Number**

**Course Title**

**Indicate yes with a  or no with a  for the following**

I have:

- |   |                          |
|---|--------------------------|
| Received a Copy of the 'Academic Appeals Procedure' | <input type="checkbox"/> |
| Consulted Course Tutor                              | <input type="checkbox"/> |
| Consulted Head of Department                        | <input type="checkbox"/> |
| Consulted Student Services                          | <input type="checkbox"/> |
| Written and attached a full Letter of Appeal        | <input type="checkbox"/> |

**State the grounds, as specified in the procedures, under which you are making the appeal** Acceptable grounds are listed in the procedures under 1.3 paragraph a to e.

### **IMPORTANT NOTES**

1. Please attach your Letter of Appeal to this form.
2. You may consult Student Services or the Students' Union for assistance with your appeal.
3. Does your Letter of Appeal contain:
  - i) a statement of all the material facts? (You will not be allowed to add other substantive items at a later stage.)
  - ii) if you are citing grounds 1.3(a), a full explanation of why it was not possible for you to give advance notice to the exam board?

**Signature** **Date**