

## ACADEMIC GRIEVANCE FORM

Students of Whitehouse Institute of Design (**Whitehouse Institute**) or those seeking to enrol in a course of study with Whitehouse Institute are entitled to access the Student Grievance of Appeals process. It is recommended that students attempt to resolve the academic inquiry/grievance with the teacher/Course Director before lodging the form. Please ensure that all relevant information is included/attached to support your claim. For information on the academic grievance process. Please refer to the Assessment Policy and the Academic Grievance and Appeals Policy on the Whitehouse Institute website.

**Note:** For all non-academic grievances, please refer to the Students Grievance and Complaints Policy (non-academic) and the Non-Academic Grievance Form.

### Student Details

Given Name(s):

Family Name:

Phone No:

Email:

Student Number:

Campus:  Sydney  Melbourne

Bachelor of Design

Master of Design

Specialisation:

Fashion

Interiors

CD&S

### Grievance Details

Academic grievance(s) apply to:

- Academic and/or assessment results/progression
- A decision from a member of the academic staff that affects the academic program of an individual and/or group of students
- Admission decision
- Academic credit and/or Recognition for Prior Learning (RPL) decision
- Structure of academic programs, nature of teaching and/or assessments
- Issues relating to authorship and/or intellectual property

Details:

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Subject(s) academic grievance is related to:

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Please advise previous steps take to informally resolve this grievance:

Date:	Discussed with:	Notes/Outcome:
Date:	Discussed with:	Notes/Outcome:

Please advise what action you would like to have considered to resolve your grievance:

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If additional space is required or you have documentation to support your claim, please ensure to attach with this form. Submit completed form with any documentation to Student Administration.

**Declaration**

I declare that the information provided is true and correct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students will be required to comply with the Whitehouse Code of Conduct and all relevant policies and procedures.

This procedure is governed by the:

- Academic Grievance and Appeals Policy
- Academic Honesty Policy and Academic Misconduct Procedure
- Assessment Policy
- Whitehouse Code of Conduct

**OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Updated:  Database  Filed \_\_\_\_\_ Date: \_\_\_\_\_